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HOME DEMONSTRATION CLUBS
HANDBOOK

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the North Carolina Organization of

HOME DEMONSTRATION CLUBS

Character
Courage



Culture
Citizenship

HANDBOOK

Published 1963

THE NORTH CAROLINA HANDBOOK FOR

HOME DEMONSTRATION CLUBS

The North Carolina Federation of Home Demonstration Clubs was organized at State College, Raleigh, in 1920. The name was changed to The North Carolina Organization of Home Demonstration Clubs at the State Council Meeting held at State College in 1958.

The State Organization is affiliated with the following organizations:

The North Carolina Family Life Council

*North Carolina Council of Women's
Organizations*

North Carolina Health Council

North Carolina Rural Safety Council

*Charter Member of the National Home
Demonstration Council*

The Country Women's Council

The Associated Country Women of the World

TABLE OF CONTENTS

	Page
Affiliations	1
The Home Demonstration Emblem	3
Collect—History	4
Objectives	5
Each One Help One	6
Home Demonstration Building	6
Constitution and By-Laws	7
Club Structure	14
Home Economics Program of Work	26
Committee Program of Work	29
Election of Officers and Duties	31
Appointment of Committees and Duties	34
Selection of Delegates and Duties	39
Educational Loan Funds	50
Publicity Books	57
Application Forms	59

CLUB EMBLEM



The emblem is composed of three concentric circles which typify the home, the state, and the nation.

The hearth fire in the center symbolizes the home and expresses the spirit of the finer attributes of the home, such as fellowship, hospitality, comfort, peace and protection.

The oak leaf symbolizes the strength of the home; the lamp of knowledge, the wisdom with which a home and family must be created; the wheat, productivity and richness of family and community life.

Around these symbols are the words, "HOME, FAMILY, COMMUNITY" with "COOPERATIVE EXTENSION SERVICE" in the outer circle—designating the cooperation of the county, state and nation in the Extension program.

The history of the emblem dates back to 1934 when a committee was appointed to work on the insignia for home demonstration work. Miss Myrtle Weldon, state leader, Kentucky, and Miss Ida Hagman, home management specialist, Kentucky, served on this committee. Miss Weldon composed the wording and Miss Hagman designed the emblem.

The emblem was patented in November, 1936, with the understanding that it should not be used for any commercial purposes or in connection with any advertising, but should be used only by members, officers and leaders of home demonstration clubs.

—From Handbook, NHDA.

Home Demonstration Emblem pins, with or without guards, and small gummed emblem seals are available from L. G. Balfour Co., Box 718, Attleboro, Massachusetts.

Decals and other items may be ordered from Harry Klitzner Co., Inc., 272 Washington St., Providence, Rhode Island.

History of Collect

The Collect used in the Home Demonstration Clubs was written by Mary Stewart in Longmont, Colorado, in 1904, as a personal prayer and without any organization in mind. The prayer was published under the title, "A Collect for Club Women", because Miss Stewart felt that "women working together with wide interests for large ends was a new thing under the sun and that perhaps they had need for special petition and meditation of their own."

This proved to be true, for the Collect has found its way about the world wherever English-speaking women work together.

The Collect was first printed as an obscure paragraph in *Delineator*, a woman's magazine no longer published, but at that time nationally popular. Later it appeared on wall cards. The first women's organization to use the Collect and to print it in year books was the General Federation of Women's Clubs. In 1919 Miss Stewart helped organize the National Federation of Business and Professional Women's Clubs, and her Collect is treasured by this organization. Since then the Collect has been reprinted in many forms, in many lands, in countless year books of many national organizations.

In 1941 Miss Stewart wrote, "In these days of world-wide war, our prayers must seek a spiritual oneness big enough to comprehend the talents and energies of divergent states and peoples. . . . Indeed we have need to grow calm, serene, and gentle if in these dire days our judgments would be generous."

Mary Stewart died in Cincinnati, Ohio, on April 1, 1943, but her Collect lives on in the hearts and lives of women throughout the world.

Her Collect as written is:

Keep us, oh God, from pettiness; let us be large in thought, in word, in deed.

Let us be done with fault-finding and leave off self-seeking.

May we put away all pretense and meet each other face to face without self-pity and without prejudice.

May we never be hasty in judgment and always generous.

Let us take time for all things; make us to grow calm, serene, gentle.

Teach us to put into action our better impulses, straightforward, and unafraid.

Grant that we may realize it is the little things that create differences, that in the big things of life we are *at one.

And may we strive to touch and to know the great, common human heart of us all, and, oh Lord God, let us forget not to be kind!

* Miss Stewart explains her reason for writing the collect "at one" in these words: "'at one' is a fine old English idiom with wide and rich connotation. To be 'at one' in aim and spirit not necessarily to be 'as one'. We may have one common purpose, fix our vision on one high goal yet move toward it from many different directions richer for their diversity and ennobled by the tolerance and understanding they demand.'"

Cooperative Extension Work

Cooperative Extension work in Agriculture and Home Economics is a partnership undertaking between each *state land grant college and university and the United States Department of Agriculture, in cooperation with local governments and local people. The major function of the Cooperative Extension Service, as stated in the Smith Lever Act, is: "To aid in diffusing among the people of the United States useful and practical information on subjects relating to Agriculture and Home Economics and to encourage the application of the same."

Extension's function is education. It is education for action. Education of an informal and distinct type directed to helping people solve the various problems they encounter from day to day in agriculture, home economics, and related subjects.

* North Carolina State Land Grant College is North Carolina State College, Raleigh, North Carolina.

Extension Home Economics Objectives

The objectives of the home economics extension program are: to develop people through a broad social, economic, and educational program based on their needs; to interpret research and homemaking information to homemakers to help them in solving their own problems, to promote higher standards of homemaking and family living; to develop leadership and to help people understand their citizenship responsibilities.

Purposes of State Organization of Home Demonstration Clubs

1. To maintain a State organization authorized to represent officially the organized home demonstration club women of the State and thus serve as a line of communication between the homes of the State, State College and the United States Department of Agriculture.
2. To strengthen, promote and help put into practice the Extension program of Home Economics and Agriculture designed to carry scientific information to families in North Carolina.
3. To develop, strengthen, and correlate the work of the home demonstration clubs in their efforts to assist women and in promoting higher standards of living in the home and community.
4. To co-operate with county, state, and national organizations and agencies whose purpose is the improvement of home and community life.
5. To help make effective institutions of community life, such as schools, churches, libraries, and facilities for health and recreation. To accent the significance of adequate Home Economics in educational institutions.
6. To furnish information regarding legislation that relates to home and community interests; to promote the study of public questions in order to vote intelligently; to help initiate and secure new legislation important to human welfare. To support legislation for the progressive development of State College and North Carolina Extension Service.

7. To discover, develop, and utilize leadership by affording opportunities for club members to serve as leaders. To mobilize the trained local leadership to cooperate in the study and solution of county, state, national and international problems.
8. To administer the Jane S. McKimmon and Estelle T. Smith Educational Loan Funds for girls.
9. To help conserve the natural beauties of the state and to encourage the wise use and care of public parks and recreational areas.
10. To encourage members to work for happy relationships within the home, realizing that the atmosphere of the home is the most important influence in the life of the family.

Each One Help One Program

The objective of each one reach one program is to make home economics information available to more homemakers. This can be done if every club member will adopt one or more non-club members and give her, or them, the training and information received through her club. It is important that a record be kept of the work done. Each month record in the yearbook the number of non-club members helped. At the end of the year report the total to the club secretary.

Home Demonstration Building

For many years, home demonstration club women have realized the need of having a building on the State College campus. In March, 1951, the project was launched with pledges of \$150 to start the building fund. Committees were appointed: to set up a plan for the building, showing needs; to investigate possibilities of locations and means of financing. A leaflet, "Our Vision 195?" was prepared to meet this request and distributed to the counties. In 1952, the State Council voted that each club member in the State contribute \$1 per member. In 1955, the motion was made and carried that a goal of 50 cents per member be set up for 1956, 1957, and 1958. This makes a total of \$2.50 per person to be paid to the treasurer by January 1, 1959.

At the Executive Board meeting in 1955, the group discussed possibilities of keeping all club women informed of plans and procedures. A state committee of one club member per supervisory district was appointed for this purpose.

At the Executive Board meeting in 1956, the following action was taken: that each county and district appoint a chairman to promote interest in the building and keep club members informed of plans. Each county chairman shall be responsible for reporting her county's contributions to the district building chairman. All monies should be sent to the Treasurer, Mrs. Obed Castelloe, Winterville, North Carolina.

As of July 1, 1962, 55 counties have completed their goals of \$2.50 per person. Contributions are still being received from the other 45 counties. Funds collected for the building are on deposit with the North Carolina State College Foundation and the Building and Loan, Greenville, North Carolina. Annual progress reports are printed in the Home Demonstration yearbook.

CONSTITUTION AND BY-LAWS OF THE NORTH CAROLINA ORGANIZATION OF HOME DEMONSTRATION CLUBS

Constitution

- I. Name: The name shall be The North Carolina Organization of Home Demonstration Clubs.
- II. Purpose: The objectives of this organization shall be to encourage and to assist women in promoting higher standards of family living, homemaking, and citizenship responsibility.
- III. Membership: The membership of this organization shall be composed of members of Home Demonstration Clubs in North Carolina.
- IV. Officers:
 1. The officers shall be: President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Co-ordinating Treasurer. No officer shall hold office for more than one year in succession. The Second Vice-President is elected to progress to the First Vice-Presidency, and then to the Presidency. Every officer shall be an active Home Demonstration Club member in North Carolina.
 2. A Treasurer for the organization, paid a minimum of fifty dollars (\$50.00) per month, will be appointed by the Executive Board and Board of Directors. The appointed Treasurer may come from any of the supervisory districts.
 3. No two officers shall be from the same supervisory district.
 4. No officer shall hold more than one office at the same time.
 5. Newly elected officers shall take office January 1 following their election.
- V. Annual Meetings:
 1. The annual meeting of the North Carolina Organization of Home Demonstration Clubs shall be held one day of Farm Home Week for the installation of officers, the receiving of annual reports, and any other business that may come before the organization.
 2. The annual meeting of the State Council of the North Carolina Organization of Home Demonstration Clubs shall be held in the afternoon prior to the opening of Farm Home Week activities in the evening.
 - (a) Each county shall be represented at the annual meeting by its County Council President or her appointee.

- (b) Members of clubs belonging to the organization who are not delegates will be welcome to all its meetings and may share all the privileges and courtesies except those of introducing motions and voting.

VI. Quorum: A quorum for the meeting shall consist of one-State Council membership.

VII. Amendments: This Constitution may be amended at any meeting of the State Council by a two-thirds majority vote, notice of the proposed amendments having been approved by the Executive Board and Board of Directors and considered by County Councils.

VIII. Parliamentary Authority: The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all instances in which they are not inconsistent with this Constitution.

By-Laws

I. Officers, Election, and Term of Office:

1. A nominating committee of six members, no two of whom shall be from the same supervisory district, shall be appointed by the Executive Board at its meeting preceding the annual meeting, and report at the time for election of officers.
2. All candidates for office should give consent in writing to serve, if elected, before being nominated.
3. No person shall be nominated for office before she has served as an officer of the County Council and the District. The President, the First and Second Vice-President must have served as County Council President and as District Chairman.
4. Officers shall be elected for one year and take office January 1 following election. A majority of those present, entitled to vote, and voting shall constitute an election. In the event only one candidate is named for an office a viva voce may be taken; otherwise, election must be by written ballot. The appointed Treasurer serves for a period of one or more years.
5. Vacancies among officers shall be filled by the remaining members of the Executive Board for the remainder of the officer's unexpired term.

II. Duties of Officers:

- A. The President shall preside at all meetings of the organization and shall be Chairman of the Executive Board, Board of Directors, and the State Council. She shall
 - (1) appoint all State Standing Committee members and all special committees as needed
 - (2) assign such duties to the Vice-Presidents and Directors as will aid her in performing the work of her office.

- (3) instruct the Corresponding Secretary to give notice of the meetings of the Executive Board and the State Council
 - (4) be a member, ex-officio, of all committees with the exception of the Nominating Committee
 - (5) submit a written report to the Executive Board at its meeting prior to the annual meeting
 - (6) report annually to the members of the organization at the annual meeting.
- B. The Vice-Presidents in the order of their election shall perform the duties of the President in her absence.
- (1) The First Vice-President shall be responsible for preparing the organization's annual report to be given at the annual meeting. She shall be responsible for preparing the annual written report for the National Home Demonstration Council Meeting.
 - (2) The Second Vice-President shall be Chairman of the Program of Work of State Standing Committees. She shall serve as Chairman of the Annual Yearbook Committee. She shall also serve as Chairman of the Resolutions Committee for the annual meeting.
- C. The Recording Secretary shall keep the minutes of all quarterly meetings of the Executive Board, Meetings of the Executive Board and Board of Directors, Meetings of the State Council and the organization's annual meeting.
- (1) Ascertain the number of voting delegates present at meetings by calling the roll of voting delegates.
- D. The Corresponding Secretary shall assist the President with the general correspondence of the organization.
- E. The Co-ordinating Treasurer shall
- (1) assist the appointed Treasurer with her duties
 - (2) not handle any monies except at such time the appointed Treasurer is, in the opinion of the Executive Board, unable to perform her duties.
 - (3) when designated and directed by the Executive Board to perform the Treasurer's duties have all the powers given to the appointed Treasurer under these By-laws
 - (4) upon assuming the duties of the appointed Treasurer, be bonded with a reliable bonding company. The bonding fee shall be paid from the organization's general fund
 - (5) serve as Chairman of the State Finance Committee

III. Duties of the Appointed Treasurer:

The Treasurer shall be bonded with a reliable bonding company. The bonding fee shall be paid from the organization's general fund.

She shall

- (1) receive and keep records of all monies belonging to the organization and deposit the same in a bank subject to the approval of the Executive Board
- (2) pay all expenses of the organization upon written order of the President
- (3) acknowledge receipt of monies received from County Council Treasurers

- (4) notify delinquent counties of arrears in dues and contributions
- (5) prepare four (4) copies of all financial transactions, one for the Treasurer's files, one for the State Office, one for the Coordinating Treasurer, and one for the State President.
- (6) write all notes for Loan Fund borrowers and keep record of loan payments made by borrowers.
- (7) place all bonds and Loan Fund notes in a safety deposit box in the bank approved by the Executive Board
- (8) make a full audited report at the annual meeting of the State Council.
 - (a) the books of the Treasurer shall be audited by an accredited auditor approved by the Executive Board annually or at the request of the Executive Board. The cost of the audit shall be paid from the organization's general fund.
- (9) serve as an ex-officio member of the State Finance Committee.

IV. Finances:

1. The fiscal year of this organization shall be the same as the calendar year.
2. The annual dues for all members of this organization shall be based on the number of Home Demonstration Clubs in a county and shall be at the rate of one dollar per club; such dues to be payable before March 1 by the Treasurer of the County Council to the Treasurer of the State Organization.
3. Affiliation dues of this organization shall be paid annually at the authorization of the Executive Board and Board of Directors. Thirty dollars for the first five thousand home demonstration club members plus ten dollars for each additional five thousand members or major fraction thereof, the maximum annual dues to be one hundred dollars to the National Home Demonstration Council; twenty-five dollars to Associated Country Women of the World; ten dollars to the Country Women's Council; ten dollars to the North Carolina Family Life Council; twenty-five dollars, or thirty dollars if five delegates attend, to North Carolina Council of Women's Organizations; ten dollars to North Carolina Health Council; twenty-five dollars to National Conference on Citizenship, and fifteen dollars to the North Carolina Safety Council.
4. At a time this organization affiliates with additional organizations the affiliation dues will be paid at the authorization of the Executive Board and Board of Directors.

V. Program of Work: The areas of work of this organization shall be determined by the Executive Board in cooperation with the State Home Economics Staff and approved by the Board of Directors. Recommendations for work in each area shall be made by State Standing Committees. This organization recognizes

- (1) that all county programs should be planned by the people

- (2) that a careful analysis of home and community needs is basic to successful programs
- (3) there are certain areas pertaining to citizenship, health, and cultural development to be considered in developing a total home demonstration program in a county.

VI. Executive Board:

1. The Executive Board of this organization shall consist of the President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary and Co-ordinating Treasurer.
2. This Board shall meet quarterly to transact the business of the organization. Four members shall constitute a quorum. The appointed Treasurer shall attend all meetings of the Executive Board.
3. The Executive Board shall meet annually with the Board of Directors.
4. The retiring President shall serve as advisory member of the Executive Board without vote for the succeeding year.

VII. Board of Directors:

1. The Board of Directors shall consist of all district organization Chairmen. They shall not serve for more than one year.
2. The Board of Directors shall meet annually with the Executive Board. Expenses of directors shall not be paid by the State organization.

VIII. State Council: The Executive Board, Chairmen of Standing Committees, District Chairmen, past State Presidents, any member serving the National Home Demonstration Council or Associated Country Women of the World in an official capacity and the Presidents of the County Councils or their appointees shall constitute the State Council. One-third of the members shall constitute a quorum. The Assistant Director in charge of Home Economics Programs and the State Home Economics Leader shall be members ex-officio of the State Council.

IX. Districts:

1. The organization shall be divided into districts, each district composed of three or more counties with officers consisting of a minimum of a Chairman, Vice-Chairman, Secretary, and Historian.
2. Officers shall be elected at the annual district meeting held in the spring and shall serve for one year. Their term of office shall be the same as the calendar year.
3. No person shall be nominated for office unless she has served as County Council officer. The Chairman shall have served as County Council President.

X. District Chairmen:

1. It shall be the duty of the District Chairman to preside over any district meeting including the annual meeting and to cooperate with the County Council Presidents and Chairmen of District Committees in promoting home demonstration club work in general throughout the districts.
2. She shall be a member of the State Board of Directors.

XI. Committees.

1. State Standing Committees shall be a Finance Committee, and Educational Loan Fund Committee and other committees recommended to carry out the program of work of the organization. The number and name of committees shall be determined by the Executive Board of Directors.
2. Membership on State Standing Committees shall be one member from each of the supervisory districts. Members shall be appointed for a two-year term on a rotation system so half of the committee members shall have had experience. Each supervisory district shall have the chairman of at least one of the State Standing Committees. Each committee shall develop a program of work for a two-year period. The Chairman of each Standing Committee shall submit in writing, an annual report to the Executive Board at its second quarterly meeting.
3. The Finance Committee shall consist of the President, First and Second Vice-Presidents, Co-ordinating Treasurer and Chairman of the Educational Loan Fund Committee. The Finance Committee shall prepare for each year a budget, based on expected receipts, which shall provide for the expenses of the organization. This budget shall be included in the report of the Chairman of the Committee.

The appointed Treasurer shall be an ex-officio member of the Finance Committee. Necessary expenses by the Officers and Committee Chairmen with the exception of the Board of Directors in the service of the organization may be refunded by the Treasurer upon the order of the Executive Board, based on an itemized expense account. Such funds, however, must be kept within the budget.
4. The Educational Loan Fund Committee shall consist of a Chairman who shall be a Home Demonstration Club member, the President, the Co-ordinating Treasurer, two Home Economics Agents, selected by the Home Economics Agents Association, the President of the State Home Economics Agents' Association, and one other Home Demonstration Club member appointed by the President of the State organization of Home Demonstration clubs. The appointed Treasurer shall be an ex-officio member of this committee.

The Executive Board shall act as an advisory board for the Loan Fund Committee. The monies in the Jane S. McKimmon and Estelle T. Smith Loan Funds shall not be invested permanently. The Jane S. McKimmon Loan Fund shall be lent to rural girls desiring a college education in any field and to Home Economics Agents for graduate study. The Estelle T. Smith Loan Fund shall be lent to rural girls desiring training in an accredited school of nursing. Loans from both funds are to be as recommended by the Executive Board and Board of Director and approved by the State Council.

XII. Delegates:

1. The State President shall be the representative of the state organization and voting delegate to the National Home Demonstration Council, with her expenses paid from the organization's general fund.
2. The First Vice-President, the incoming District Organization Chairmen, and Chairmen of State Standing Committees corresponding to National Committees shall be delegates to the annual meeting of the National Home Demonstration Council. In the event the First Vice-President or an incoming District Organization Chairman cannot go, the officer next in line, on state or district basis, will be eligible to go, down through the last officer. If no incoming district officer goes, the district will not be represented at the national meeting.

Delegates' expenses will be partially paid from the organization's fund known as the National Delegates Fund. The fund will be divided equally among the delegates attending the meeting.

3. The State President shall be the representative of the state organization to the meeting of the Country Women's Council of the USA with her expenses paid from the organization's general fund.
4. Six delegates, one from each supervisory district, shall represent the state organization at the Triennial Conference of ACWW, with expenses partially paid from the organization's fund known as the International Delegates Fund. No person, except the State President, may represent the state at more than one Triennial Conference.

XIII. Amendments: These By-laws may be amended at any regular meeting of the State Council by a two-thirds majority vote, notice of the proposed amendments having been approved by the Executive Board and considered by County Councils.

XIV. Parliamentary Authority: The Rules of Robert's Rules of Order, Revised, shall govern the organization in all instances in which they are not inconsistent with this Constitution.

Constitution and By-law Committee

Chairman: Mrs. E. P. Gibson
Mrs. Gilbert English
Mrs. David Williams

Advisor: Mrs. Mary L. McAllister

The North Carolina Organization of Home Demonstration Clubs

STATE EXECUTIVE BOARD

President
1st Vice-President
2nd Vice-President
Recording Secretary
Corresponding Secretary
Co-ordinating Treasurer
Advisor: Immediate Past President

STATE BOARD OF DIRECTORS

27 District Organization Chairman

STATE COMMITTEE CHAIRMEN

Program of Work
Citizenship
Family Life
Education
Health
International
Music
Public Relations
Safety

OTHER STANDING COMMITTEES

Education Loan Fund
Finance
Recommendations

STATE COUNCIL

Executive Board
Board of Directors
Past State Presidents
State Committee Chairmen
County Council Presidents

27 DISTRICT ORGANIZATIONS

within

6 SUPERVISORY DISTRICTS

100 COUNTY COUNCILS

Club Officers
County Project Leaders
County Committee Chairmen

Organization of Home Demonstration Work

HOME DEMONSTRATION CLUBS. Home Demonstration Clubs are organized in communities and hold monthly meetings. Home Economics Extension Agents meet the clubs six or less times a year and club leaders are responsible for club meetings six or more times a year.

Club officers serve for a two year period and are elected in June and take office the following January. This is to allow time for training new officers. All club officers are members of the county council.

The Executive Board, made up of club officers bring the needs and interests of the families in the community to the county council, and to the home economics extension agent. The plan for increasing club membership, club participation in county, state, national, and international events, and devise ways and means to arouse interest in better home and community living for all families in the community. Each club has home economics project leaders and committee chairmen.

Membership in a home demonstration club requires attendance at three club meetings during the year.

CLUB HOME ECONOMICS PROJECT LEADERS. A leader for home economics projects is selected for two years to assist in planning and carrying on the project program or work. Leadership, ability, and interest in the subject should be considered in selecting leaders. Leaders attend training schools and workshops conducted by the home economics extension agents. Leaders are responsible for holding six or more club meetings a year and for community work needed in their respective project.

CLUB COMMITTEE CHAIRMEN. A chairman for each committee is appointed for a two year period to assist in planning and carrying the committee program of work. Leadership, ability and interest in the subject should be considered in selecting the committee chairmen.

COUNTY COUNCIL. The council is composed of council officers, club officers, county project leaders, and county committee chairmen. Council members serve for a two year period. The council acts as an advisory board to the home economics extension agent in determining plans, policies and programs.

The council meets as scheduled by each county but should have a minimum of four meetings a year, preferably one each quarter.

Suggested Items of Business For Council Meetings

(Newly elected officers take office in January)

First Quarter:

1. Minutes of previous meeting.
2. Roll call of club—introduction of new council members.
3. Introduction of Council Executive Board.
4. Presentation of Year's Program of Work, reviewing goals and objectives.
5. Appointment of Project Leaders.
6. Appointment of County Committees.
7. Review duties and responsibilities of all officers and leaders to County, District and State Organization.
8. Discuss club dues to be paid county treasurer.
9. County treasurer is authorized to pay dues to state organization treasurer prior to March 1st.
10. Explain "Mother of the Year" contest.
11. Explain "Volunteer Leaders Achievement Awards".
12. Act upon report of nominating committee—see section nominating committee their appointment and responsibilities.
13. Appoint committees to plan special activities, such as achievement days etc.

Second Quarter:

1. Minutes of first quarterly meeting.
2. Roll call of clubs.
3. Treasurer's report.
4. Report of committee chairmen.
5. Plans for representation at District and State Meetings.
6. Plans completed for summer activities.

Third Quarter:

1. Minutes of second quarterly meeting.
2. Roll call of clubs.
3. Treasurer's report.
4. Report of all committee chairmen.
5. Report of delegates attending district and state meetings.
6. Elect county council officers—see section nominating committees, their appointments and responsibilities.

Fourth Quarter:

1. Minutes of third quarterly meeting.
2. Roll call of clubs.
3. Treasurer's report.
4. Installation of new officers.
5. Project plans for New Year.
6. President appoints a county "nominating committee" see section "nominating committees—their appointment and responsibilities."

COUNTY COMMITTEE CHAIRMEN. The county committee chairmen are appointed by the county council president to serve for two years. See section on "county program committees."

COUNTY HOME ECONOMICS PROJECT LEADERS. The county home economics project leaders are appointed by county council president for two years. Leadership, ability and interest in the subject should be considered in selecting leaders.

COUNTY ORGANIZATION OF HOME DEMONSTRATION CLUBS. The County Organization of Home Demonstration Clubs is composed of all the home demonstration club members in a county. Annual meetings are planned by the County Council.

DISTRICT ORGANIZATION OF HOME DEMONSTRATION CLUBS. The 100 counties in the State are divided into 27 district organizations composed of 3 to 7 counties. The various counties rotate in furnishing officers and acting as hostess to annual meeting. Officers are elected for one year. Annual meetings of the District organizations are held in the spring months. (See map on page (1) of districts organization.)

STATE COUNCIL. The State Council is composed of the members of the Executive Board, Board of Directors, County Council Presidents, Chairmen of Standing Committee and Past State Presidents. The State Council meets annually.

STATE ORGANIZATION OF HOME DEMONSTRATION CLUBS. The State Organization of Home Demonstration Clubs was organized at State College in 1920. It is composed of home demonstration club members throughout the State. The state organization meets annually.

NATIONAL HOME DEMONSTRATION COUNCIL. The N. C. Organization of Home Demonstration Clubs became a charter member of the National Home Demonstration Council at its organizational meeting in Washington, D. C., in June, 1936. Since that time, the state has been represented at each annual meeting. Annual meeting of the National Council is held in different states by invitation. More information available in National Home Demonstration Handbook, available from State President for 25¢.

THE COUNTRY WOMEN'S COUNCIL. The U.S.A. Country Women's Council is the United States' branch of the Associated Country Women of the World, and was formed after the London Triennial Conference in 1935. It was first known as the U. S. Liaison Committee, but in 1946 the name was changed to the Country Women's Council, U. S. A., since that seemed more representative and adequate. Annual meetings are held in different states by invitation. The North Carolina Organization of Home Demonstration Clubs is a member of the Country Women's Council. Further information may be obtained by writing the President of C.W.C. The address is found in the Home Demonstration Club Handbook.

THE ASSOCIATED COUNTRY WOMEN OF THE WORLD. In 1962, five and one-half million members of the 140 member societies from 36 countries belong to this organization. One of the main purposes of the organization is to provide a means of communication between country women's organizations all

over the world. Inspiration for this movement first came from the late Marchioness of Aberdeen and Temair when president of the International Council of Women. In 1929 she called together a small committee to consider the possibility of forming an international group of rural women. One of this group was North America's first president, Mrs. Alfred Watt of Canada.

At the meeting of the International Council of Women in Vienna in 1930 a permanent committee called the Liaison Committee of Rural Women and Homemakers organizations was set up to carry on the work and headquarters were later established in London.

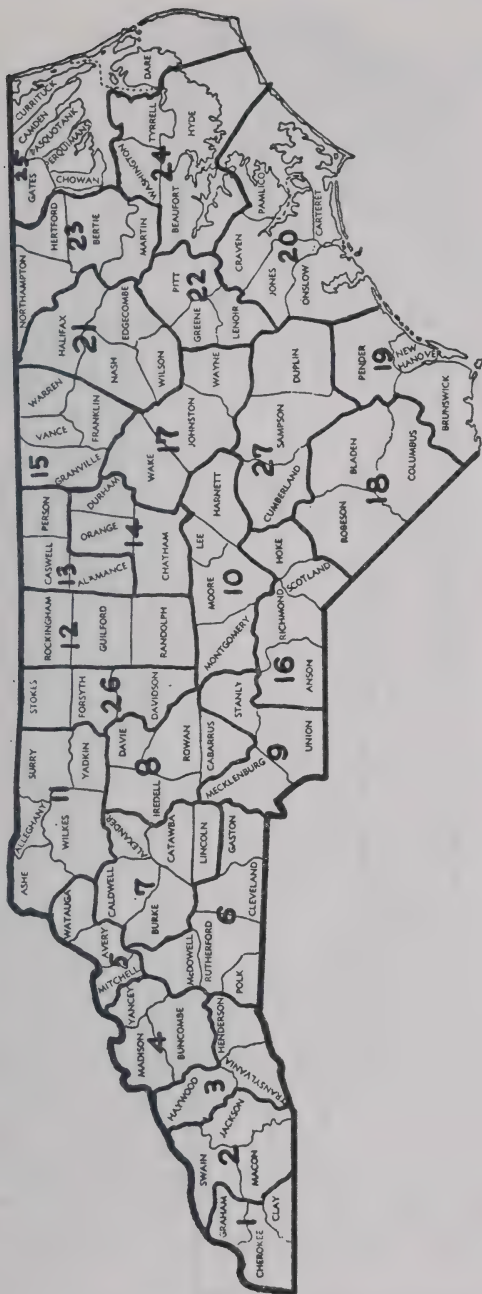
In June of 1933, at the meeting in Stockholm it was felt that the time had come to transform the Liaison Committee into a constitutional association. The present name was agreed upon, a constitution adopted and the organization founded. Subsequent meetings were held in Washington 1936; London 1939; Amsterdam 1947; Copenhagen 1950; Toronto 1953; Ceylon 1957; Edinburg, Scotland 1959; Melbourne, Australia 1962.

From a small beginning ACWW has grown to large proportions not only in numbers but in influence and potential strength.

The Associated Country Women of the World is a member of the Liaison Committee of Women's International Organizations, which includes the international organizations of such groups as the YWCA, AAUW, the BPW, Women Magistrates, the Council of Women, etc. The organization was formed at a meeting in Stockholm in June 1933. Meetings of the organization are held every three years. Meetings are held in different countries of the world by invitation. One home demonstration delegate from each supervisory district attends the meetings.

The North Carolina Organization of Home Demonstration Clubs is a member of the Associated Country Women of the World.

District Organization of Home Demonstration Clubs



1. Map of North Carolina showing District Organization of Home Demonstration Club.

- 20 —

National Activities

National Conference on Citizenship

An annual meeting of the National Conference on Citizenship is held in Washington, D. C., in mid-September. The conference operates under a charter granted by the Congress of the United States. More than 1200 organizations and agencies have participated in the conference, representing all levels of government, religious faiths, professional, veteran, farm, civic, home, and youth organizations, labor, business, industry, finance, and other groups. The participants in the conference consider the rights and responsibilities of Citizenship, discuss the major problems facing the nation, and ways in which the ideas inspired by the National Conference can be carried out in the states and communities. The North Carolina Organization participates in the National Conference on Citizenship.

International Activities

ASSOCIATED COUNTRY WOMEN OF THE WORLD: The Associated Country Women of the World is the organization which links together 140 Country Women's Societies in 102 countries, states and provinces, from great national organizations with over one million members to small groups with only a few hundred.

The aims of ACWW are threefold. (1) To promote international goodwill, friendship, and understanding between the countrywomen of the world. (2) To raise the standard of living of rural women all over the world. (3) To further international understanding and friendship and to be a voice for countrywomen in international affairs.

ACWW consists of Constituent Societies, Corresponding Societies and Individual Members.

Constituent Members are organized bodies of countrywomen, or associations of women with a substantial number of country members, who elect their own officers and lay down their own policy and whose aims are in harmony with those of ACWW Organizations with over 5,000 members pay a minimum annual due of £5 sterling or dollar equivalent. All are encouraged to support the Pennies for Friendship Fund—the mainstay of ACWW finances (leaflet available on request). Each Constituent Member may appoint a representative to sit on the Central Executive Committee and may send five voting delegates to the Triennial Conferences. Organizations applying for Constituent Membership must submit a copy of their Constitution with a statement of membership; in the case of a mixed organization they should give the proportion of men and women.

Individual Members are Life Members who give one donation of £15 sterling or \$45, or Contributing Members who pay an annual subscription of £1 sterling or \$3. (Application forms available from the Central Office.) Life and Contributing Members may attend the Triennial Conferences, but have no vote.

What it does for you?

1. It works for improved rural conditions.
2. It links you with country women all over the world.
3. It finds Letter Friends for you.

4. It helps you to arrange "Exchange Programmes" with groups in other countries.
5. It gives you introductions to other country women when you go abroad, and provides you with the opportunity of offering hospitality to country women when they visit your country.
6. It brings you news of other country women in the news-sheet "The Countrywoman".
7. It speaks for you at meetings of the United Nations.
8. It can provide you with first-hand information about the United Nations.

What you can do for it?

1. Help ACWW build friendship between country women all over the world by supporting its efforts to promote international understanding.
2. Let it know your views on United Nations matters.
3. Hold an Annual International Day and provide voluntary financial support.

PENNIES FOR FRIENDSHIP: The pennies are used to finance the Triennial Conferences; to run the Central Office; to find letter friends for members; to link Institutes and groups in different countries; to arrange "Exchange Programmes" between groups in different countries; to publish the ACWW news-sheet *The Countrywoman*; to send representatives of country women to meetings of the United Nations; to extend the work of ACWW through Vice-Presidents' travels.

FAO—THE FOOD AND AGRICULTURE ORGANIZATION: The purpose of FAO is to raise the level of nutrition by improving production from farms, forests and fisheries. It supplies technical assistance for irrigation, it combats soil erosion and animal diseases. Its aim is, in fact, Freedom from Want. A.C.W.W. has maintained close contact with FAO since we were invited to attend its first meeting in Quebec in 1946.

UNESCO—UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION: As its name implies, this Agency fosters every kind of educational work from learning to read and write, to handicrafts or the study of local government. UNESCO realizes our value as the only Non-Governmental Organization which can speak for rural women all over the world, and has frequently called on us for information.

UNICEF—THE UNITED NATIONS CHILDREN'S FUND: UNICEF was set up by the Assembly in 1946 to deal with an immediate post-war problem, but was made a permanent part of the United Nations in 1953. Its aim is to promote the health and welfare of children all over the world, particularly in the under-developed countries. It sets up maternal and child welfare centres and trains midwives and nurses' aids, particularly in rural districts. It supplies vaccines and sera for combating diseases such as malaria, tuberculosis, trachoma and yaws. It provides milk, fish liver oils, raw materials for children's clothing and equipment for the care of handicapped children.

ECOSOC—THE UNITED NATIONS ECONOMIC AND SOCIAL COUNCIL: ECOSOC can be called the "heart", the central organization of the United Nations. It is composed of Government delegates elected by the Assembly. It has set up Commissions to deal with specific subjects such as Human

Rights, the Status of Women, and Employment, and also several regional Commissions. ECOSOC has agreements with all the Specialized Agencies, and examines their progress in the various fields they cover.

INTERNATIONAL DAYS: The celebration of International Day by Constituent Societies has grown out of a recommendation from the Triennial Conference at Washington in 1936, that Member Societies should set aside one day each year to learn about the life of women in other countries. Australia was the first country to adopt the idea, when in 1937 the South Australian Country Women's Association choose Norway for the first International Day. The idea quickly spread and International Day is now one of the most popular annual fixtures among Country Women's groups throughout all countries.

LETTER FRIENDS AND LINKS: Over 34,204 individual members have found their horizons widened through Letter Friendships. Ideas, joys and sorrows, news, recipes and knitting patterns are shared with a friend overseas. What a thrill it is to the woman living on an isolated farm, with no near neighbors, to receive letters bearing strange exciting foreign stamps. However, one need not live on a lonely homestead to enjoy receiving letters. In some countries Links between groups, branches or institutes are preferred to individual letter-friendships. Applications for pen-friends or links should be sent to the Central Office, 78 Kensington, High Street London, W. 8, England, or to local Pen-friend Secretaries.

KOREAN ORPHAN: The Korean Orphan Project costs the organization \$180.00 per year. The money is used for clothing and school supplies for the little orphan. The Korean Orphan has been a project of the State Organization for a number of years, with a State Chairman in charge.

Deadline Dates

February 15—Club dues reach County Treasurer

March 1—County dues reach State Treasurer

March 1—County dues reach District Organization Treasurer

April 1—Applications submitted for Educational Loan Funds to County Chairman

May 1—Applications submitted for Educational Loan Funds to State Chairman

March 1—Applications submitted for State Mother of Year Award

December 1—Applications submitted for State Volunteer Leaders Award

Rules of Order for a Business Meeting

- I. The first essential of any business meeting is to follow accepted "rules of order" with procedures adapted to your meeting.
- II. The presiding officer is really a moderator.
 - A. She is non-partisan in the chair and sees that all members are given a fair chance to express themselves.

- B. She never makes a motion while in the chair nor will she debate a motion without first calling the Vice-President to the chair. The issue is settled before she resumes the chair.
- C. The president, while presiding, refers to herself as "the chair".
- D. The secretary should be in her place throughout the meeting keeping accurate account of all motions and actions.

III. Introduction of New Business: Before any subject is open to debate it is necessary (a) that a motion be made by a member who has obtained the floor; (b) that it be seconded (with certain exceptions); (c) that it be stated by the presiding officer. (The fact that a motion has been made and seconded does not put it before the assembly, as the chair alone can do that. She must either rule it out of order or state the question on it so that the assembly may know what is before it for consideration and action.)

IV. Obtaining the Floor: Before a member can make a motion or address the assembly in debate it is necessary that she should obtain the floor; that is, she must rise after the floor has been yielded and address the presiding officer by her official title thus, "Madam", "Madam Chairman" or "Madam President".

V. Motions and Resolutions: A motion is a proposal that the assembly take certain action, or that it expresses itself as holding certain views. It is made by a member's obtaining the floor as already described and saying, "I move that" (which is equivalent to saying, "I propose that") and then stating the action she proposes to have taken. Every resolution should be in writing, and the presiding officer has a right to require any main motion, amendment or instructions to a committee to be in writing. Seconding motions—as a general rule motions should be seconded. This is to prevent time being consumed in considering a question that only one person favors and consequently little attention is paid to it in routine motions. Where the chair is certain the motion meets general favor and yet members are slow about seconding it, she may proceed without a second. Yet, any one may make a point of order that the motion has not been seconded and then the chair is obliged to proceed formally and call for a second. The better way when a motion is not at once seconded is for the chair to ask, "Is the motion seconded?"

VI. Stating the Question: When a motion has been made and seconded, it is the duty of the chair, unless she rules it out of order, immediately to state the question, that is, state the exact question that is before the assembly for its consideration and action. (a) If the question is debatable or amendable, the chair should immediately ask, "Are you ready for the question?" If no one then rises she should take the vote on the question, first calling for the affirmative and then for the negative vote. (b) If the question cannot be debated or amended, she does not ask, "Are you ready for the question?", but immediately puts the question after stating it. After a question has been stated by the chair, it is before the assembly for

consideration and action. When the debate appears to have closed, the chair asks again, "Are you ready for the question?" If no one rises she proceeds to put the question that is take the vote. In putting the question the chair should make perfectly clear what the question is that the assembly is to decide. If the question is on the adoption of a resolution, unless it has been read recently, it should be read again. The question being put in a way similar to this: "The question is on the adoption of the resolution (which the chair reads) those in favor of the resolution say aye; those opposed say no. The ayes have it, and the resolution is adopted; or the noes have it, and the resolution is lost." (c) The vote should always be announced as it is a necessary part of putting the question. The assembly is assumed not to know the result of the vote until announced by the chair and the vote does not go into effect until announced. As soon as the result of the vote is announced the chair should state the next business in order.

- VII. Chairman or President: Her duties are: (a) To open the session on time by taking the chair and calling the members to order; (b) to announce the business before the assembly in the order in which it is to be acted upon; (c) to recognize members entitled to the floor; (d) to state and put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings; (e) to announce the result of the vote; (f) to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; (g) to expediate business in every way possible allowing only brief remarks when undebatable motions are pending and to restrain the members when engaged in debate, within the rules of order and to enforce on all occasions the observance of order among the members; (h) the chairman should rise to put a question to vote, except in very small assemblies such as boards or committees but may state it sitting. She should also rise from her seat when giving her reasons for her decision upon an appeal which she can do in preference to other members. During debate she should be seated and pay attention to the speaker who is required to address his remarks to the presiding officer.
- (i) When a motion is made do not recognize any member or allow any one to speak until the motion is seconded and you have stated the question or in case of there being no second and no response to your call for a second until you have announced that fact or stated, someone rises and says he rises to move a reconsideration, or to call up the motion to reconsider, or to move to take a question from the table. In any of these cases you should recognize the interrupting member as entitled to the floor. Never interrupt members while speaking simply because you know more about the matter than they do; never get excited; never be unjust to the most troublesome member or take advantage of his ignorance of parliamentary law even though a temporary good is accomplished thereby.
- (j) Know parliamentary law but do not try to show off your knowledge. Never be technical or more strict than is absolutely necessary for the good of the meeting. Use

your judgment. The assembly may be of such a nature through its ignorance of parliamentary usage and its peaceable disposition that strict enforcement of the rules instead of assisting would greatly hinder business, but in large assemblies where there is much work to be done and especially where there is liability to trouble the only safe course is to require a strict observance of the rules. (k) When the hour appointed for the meeting arrives, the president, as the permanent presiding officer, stands at the desk and striking it with the gavel to attract attention, says, "The meeting will come to order". In large meetings there is usually much confusion and noise at the opening and it requires self control, firmness, and tact on the part of the presiding officer to preserve proper order so that all members may hear and be heard. It is a mistake for the chairman to try to stop the noise by pounding with the gavel and talking so loud as to be heard in spite of conversation on the floor. It is better for her to set the example of being quiet and to stop all business while the noise is such that members cannot hear. Members should be required to be seated and to refrain from talking except when addressing the chair.

COUNTY HOME ECONOMICS PROGRAM OF WORK

A program planning committee assists the home economics extension agents in developing a county program of work in home economics. The program is based on the situation, problems and opportunities of the people.

HOME ECONOMICS OBJECTIVES

CLOTHING

- (1) To develop standards of dress that will improve the health and appearance of family, give poise and satisfaction, and advance better living.
- (2) To acquire skills and knowledge related to the construction of clothing.
- (3) To get the most for the clothing dollar by careful planning and care of clothing.
- (4) To develop initiative and imagination that will enable one to use to best advantage all available clothing material.

CRAFTS

To teach skills and promote standards in all craft work. To encourage families to see the possibilities for increasing income through the sale of quality craft articles.

FAMILY RELATIONS

- (1) To help family members as individuals and as a whole family appreciate the good family relationships they have now, to understand what made these good relationships possible, and how to improve poor relationships.

- (2) To help families understand and appreciate the values of having well adjusted families in the community, and promote those programs which create a wholesome environment where families can thrive.

FOOD CONSERVATION

- (1) To emphasize the importance of a home grown and conserved food supply to the health of the family.
- (2) To help families realize the economic value of a home food supply—both for home use and for sale.
- (3) To teach recommended methods of freezing, canning, brining, preserving, and storing for maximum nutritive value.
- (4) To promote wise buymanship for conserved products.

FOODS AND NUTRITION

To teach the people in North Carolina:

- (1) The kind and amounts of food to eat and their relationship to good health.
- (2) The preparation and serving of foods in satisfying attractive meals which will meet the nutritional, psychological, and social needs of each member of the family.
- (3) The "science whys" and managerial ability of time, energy and money of all members of the family; and the use of other resources, which will help them to plan, prepare and consume well balanced, attractive and satisfying meals.
- (4) To recognize misinformation being circulated about food, nutrition and health and to follow only recommendations from authoritative sources.
- (5) To accept only authoritative food and nutrition information from recognized sources such as: The United States Department of Agriculture, the State Cooperative Extension Service, the American Home Economics Association, Council of Food and Nutrition of the American Medical Association, the American Dental Association, the American Dietetics Association, the United States and State Public Health Department and state and local Better Business Bureaus.

HEALTH

- (1) To help people in North Carolina to become aware that good health includes physical fitness, mental alertness and emotional stability.
- (2) To interest and influence people to become physically and mentally fit through making and following plans for improving the total health of individual family members; using local health resources; improving health conditions in the community through united efforts.
- (3) To teach people to be aware that much misinformation on health is being circulated today; recognize the difference in misinformation and facts concerning health; follow only those health practices which are recommended by reliable health authorities; recognize reliable health authorities to be organizations like the Medical Society, Dental Society, Health Department, Dietetic Association, and volunteer

health organizations, as, Cancer Society, Heart Association, Mental Health Association, Tuberculosis Association.

HOME FOOD SUPPLY

To reach people with information on:

- (1) What is an adequate food supply which will meet the needs of each member of the family.
- (2) How to plan on a yearly basis the amounts of foods to be produced and on a weekly basis the amounts to be purchased which will meet the family's nutritional needs.
- (3) Authentic, up-to-date recommendations for producing fruits, vegetables, meats, poultry and dairy products to those who need and want this aid.

HOME BEAUTIFICATION

To get people to:

- (1) Have a better appreciation of attractive surroundings.
- (2) Make their home grounds, public property, and communities more attractive, pleasing, and inviting.
- (3) Better understand how to plant, cultivate and care for plants.

HOME MANAGEMENT

- (1) To teach families to recognize and establish family goals.
- (2) To help families become aware of and use the family resources to reach their goals.
- (3) Teach families good money management practices.
- (4) Assist and encourage families to adopt good buying practices based on facts and valid information.
- (5) To teach work simplification principles to enable girls and homemakers to appreciate the value of work saving methods.

HOUSING AND HOUSE FURNISHINGS

- (1) To provide information that will enable families to better understand desirable housing standards, which will in turn assist them in making plans, evaluating alternatives, and making decisions to meet their needs.
- (2) To bring about a better understanding of the sources of available financing and the factors involved in its use.
- (3) To provide information that will enable families to plan, select and use furniture and furnishings to make the home convenient, attractive and comfortable within their budgets.
- (4) To help homemakers understand and apply the art principles (color, line, design, etc.) to building and furnishing the home.

PROGRAM OF WORK FOR COMMITTEES OF NORTH CAROLINA ORGANIZATION OF HOME DEMONSTRATION CLUBS

The eight (8) state committees develop a program of work to suggest programs and activities in addition to home economics that are needed to promote better family and community living.

Objectives For Committees

CITIZENSHIP

1. To help all people understand that all homemakers need citizenship education.
2. To promote a citizenship program that will encourage women to understand their citizenship responsibilities in a democracy and to accept the responsibilities.

EDUCATION

1. To be informed of educational programs and opportunities available to youth and adults on a state, county, and local basis.
2. To actively cooperate in work being done to improve the educational programs in the schools of North Carolina.
3. To promote and enlarge the Rural Reading Program carried cooperatively with the State Library.
4. To participate in and encourage participation of young people and adults in religious educational programs.

FAMILY LIFE

To promote a strong Family Life program through worship, work and recreation, and to remember that family life is the process of living together from birth until death, and that it takes a lot of work, study, cooperation, faith, courage, prayer and understanding to make a happy, well adjusted life for each individual in the family.

HEALTH

To encourage citizens of North Carolina to improve physical, mental and spiritual health of all people.

INTERNATIONAL

1. To work for world peace and understanding.
2. To be informed about United Nations, its organization, policies, and current news relating to it.
3. To study the customs of people of other countries, their religion, economy, and culture through reading, study groups, letter friends, and exchange visits.

MUSIC

To encourage music appreciation through a music education program with adults and youth.

PUBLIC RELATIONS

1. To make the best possible use of all public relation facilities to tell the Home Demonstration story on every level.
2. To have *every* member well informed about the various phases of home demonstration work. One way to do this is to continue *study* of Yearbook.
3. Realizing that good public relations is salesmanship and a good saleslady must be enthusiastic and informed, we would start at the local club level and urge "Each one reach one".
4. Subscribe to "National Notes"—each county to have subscription.
5. Subscribe to "Country Woman".

SAFETY

1. To have an active safety educational program in every county.
2. To sell young Americans on the fact that patrolmen are public servants employed to get people safely from one point to another, and they are not employed just to arrest people.
3. To have more women actively participating on county and state safety committees, particularly N. C. Safety Council. To promote driver education courses in *all* high schools and encourage young people to participate in these courses.
4. To encourage farm and home safety as a family project.
5. To stress importance of recreational safety, with particular emphasis on farm pond safety.

PROCEDURE FOR ELECTION OF OFFICERS AND THE APPOINTMENT OF PROGRAM COMMITTEE MEMBERS

An officer or program committee member of the home demonstration organization at the club, county, district, state or national level shall be an active Home Demonstration Club member, enthusiastically promoting Home Demonstration work. She should be willing to accept the training provided to help her fulfill the duties and responsibilities of the office to which she is elected or the committee to which she is appointed. She should be a recognized leader with ability to conduct meetings effectively. She should be well informed on the organization, purpose, and program of the home demonstration organization. She should have an understanding and appreciation of the scope and purpose of the Extension Service.

All officers and program committee members assume their responsibilities on January 1 following election.

Election of Officers

HOME DEMONSTRATION CLUB OFFICERS

The officers of a Home Demonstration Club shall be: President, Vice-President, Secretary, and Treasurer. If additional offices are needed, a club may add them. No officer shall hold the same office for more than one term in succession. *A term is two years.* The Vice-President is elected to progress to Presidency. The other officers may or may not progress to another office. No person shall hold more than one office at the same time.

In the year for election of officers, a nominating committee of three or more members shall be appointed by the club president, *and report at the June club meeting.* The club president is responsible for sending the Home Economics Extension Agent the names and addresses of the newly elected officers.

The newly elected officers shall take office January 1 following election.

All club officers are members of the County Council.

Duties of club officers are outlined in the section of this handbook entitled "Duties of Officers, Committee Chairmen, and Club Members."

HOME DEMONSTRATION COUNTY COUNCIL OFFICERS

The officers of the Home Demonstration County Council shall be: President, Vice-President, Secretary, and Treasurer. If additional offices are needed, the County Council may add them. No officer shall hold the same office for more than one term in succession. *A term is two years.* The Vice-President is elected to progress to the Presidency. Other officers may or may not progress to another office. No person shall hold more than one office at a time, and no two officers shall be from the same club.

A nominating committee* of three or more members, no two of whom shall be from the same club, shall be appointed by the President and report to the *June County Council meeting* at the time for election of officers.

No club member shall be nominated for County Council officer before she has served as a club officer. The County Council President and Vice-President must have served as Club President. All candidates for office should give consent to serve, if elected, before being nominated. If nominations are made from the floor, the person making the nomination must state the qualifications of the nominee.

The newly elected County Council officers shall take office January 1 following election.

The County Council President shall be responsible for submitting annually to the second Vice-President of the North Carolina Organization of Home Demonstration Clubs and the District Home Economics Agent the names and addresses of the newly elected County Council officers. This information is needed by July 1 for the Home Demonstration Yearbook.

The County Council President is a member of the State Council.

Duties of County Council officers are outlined in the section of this handbook entitled "Duties of Officers, Committee Chairmen, and Club Members."

* See Section "Nominating Committees—State Organization"

DISTRICT ORGANIZATION OFFICERS

The officers of the District Organization of Home Demonstration Clubs shall be Chairman, Vice-Chairman, Secretary and/or Treasurer, and Historian. If additional officers are needed, a district may add them. (This is necessary in several of the 27 districts to assure each county representation on the District Executive Board.) Each county shall furnish district officers on a rotation plan. No officer shall hold the same office for more than one term in succession. A term is one year. The Vice-Chairman is elected to progress to the Chairmanship. The other officers may or may not progress to another office. No person shall hold more than one office at a time.

A nominating committee* shall be appointed by the District Chairman, and report at the annual meeting of the District.

No club member shall be nominated for District Officer before she has served as a County Council officer. The Chairman and Vice-Chairman must have served as County Council President. All candidates for office should give consent to serve, if elected, before being nominated. If nominations are made from the floor, the person making the nomination must state the qualifications of the nominee.

The District Chairman shall be responsible for submitting to the Second Vice-President of the North Carolina Organization of Home Demonstration Clubs and to the District Home Economics Agent the name, address, and county of each newly elected District officer. This information should be submitted immediately following the annual District meeting.

The newly elected District officers *shall take office January 1 following election.*

The District Chairman is a member of the State Board of Directors and the State Council.

Duties of District Officers are outlined in the section of this handbook entitled "Duties of Officers, Committee Chairman, and Club Members."

STATE ORGANIZATION OFFICERS

The officers of the State Organization of Home Demonstration Clubs shall be: President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Co-Ordinating Treasurer. No officer shall hold the same office for more than one year in succession. The Second Vice-President is elected to progress to the First Vice-Presidency and then to the Presidency. The other officers do not progress to another office. No person shall hold more than one office at a time and no two officers shall be from the same supervisory district.

A paid Treasurer shall be appointed by the Executive Board and Board of Directors. The appointed Treasurer is not an officer and may come from any of the supervisory districts.

A nominating committee* of six members, no two of whom shall be from the same supervisory district, shall be appointed by the Executive Board and report to the State Council at the time for election of officers.

No person shall be nominated for office before she has served as an officer of the County Council and the District. The President, First and Second Vice-Presidents, must have served as County Council Presidents and as District Chairmen.

* See Section "Nominating Committees—District Organization"

All candidates for office should give consent in writing to serve, if elected, before being nominated. If nominations are made from the floor, the candidates application and consent in writing to serve if elected, must be presented by the person making the nomination.

Officers shall be elected for one year and take office January 1 following election. The appointed Treasurer serves for a period of one or more years. A vacancy on the Executive Board shall be filled by the remaining members of the Executive Board for the remainder of the officer's unexpired term.

Each county may nominate one qualified Home Demonstration Club member as a candidate for state office. The County Council shall submit the nomination and personal data of the candidate for state office to the *chairman of the supervisory district nominating committee by February 1*. The rotation of officers by supervisory districts is given below:

District Representation on N. C. Home Demonstration Organization Executive Board

OFFICE	1963	1964	1965	1966	1967	1968
President	W	E	NE	NW	SE	SW
First Vice-President	E	NE	NW	SE	SW	W
Second Vice-President	NE	NW	SE	SW	W	E
Recording Secretary	NW	SE	SW	W	E	NE
Corresponding Secretary	SE	SW	W	E	NE	NW
Coordinating Treasurer	SW	W	E	NE	NW	SE
Past President— Advisor to Executive Board	SW	W	E	NE	NW	SE

The appointed Treasurer may be from any supervisory district.

OFFICE	1969	1970	1971	1972	1973	1974
President	W	E	NE	NW	SE	SW
First Vice-President	E	NE	NW	SE	SW	W
Second Vice-President	NE	NW	SE	SW	W	E
Recording Secretary	NW	SE	SW	W	E	NE
Corresponding Secretary	SE	SW	W	E	NE	NW
Coordinating Treasurer	SW	W	E	NE	NW	SE
Past President— Advisor to Executive Board	SW	W	E	NE	NW	SE

The appointed Treasurer may be from any supervisory district.

The State President is the voting delegate to the National Council.

Duties of state officers are outlined in the section of this handbook entitled "Duties of Officers, Committee Chairmen, and Club Members."

NATIONAL HOME DEMONSTRATION COUNCIL OFFICERS

The officers of the National Home Demonstration Council shall be: President, Vice-President, Secretary, Treasurer, and one director for each of the four regions. The qualifications, nomination, election, term of office, and duties of national officers are given in the National Home Demonstration Council Handbook. The Handbook may be ordered from the President

of the North Carolina Organization of Home Demonstration Clubs for 25¢.

ASSOCIATED COUNTRY WOMEN OF THE WORLD AND THE COUNTRY WOMEN'S COUNCIL OF U. S. A. OFFICERS

Information on officers of the Country Women's Council of the U. S. A., and the Associated Country Women of the World may be obtained by writing the President of the Country Women's Council and the Headquarters of the Associated Country Women of the World. The name and address of the Country Women's Council President is given in the National Home Demonstration Handbook. Headquarters for the Associated Country Women of the World are at 78 Kensington High Street, London, W. 8, England.

Appointment of Committees

PROGRAM COMMITTEE MEMBERS

Program committees carry out the program of the club, county, district, state and national organization. Committee members are appointed by the president, not elected. The committees are: Citizenship—Education—Family Life—Health—International—Music—Public Relations—Safety. (There are no national committees for Music and Education.)

CLUB PROGRAM COMMITTEES

The club president shall appoint a club chairman for each of the eight program committees for a two-year term. If she wishes to appoint a co-chairman, she may do so. The newly appointed chairman assume their responsibilities January 1.

The club program committee chairmen are members of their respective county program committees. For example, the club citizenship chairman is a member of the County Citizenship Committee.

Duties of club program committee chairmen are outlined in the section of this handbook entitled "Duties of Officers, Committee Chairmen, and Club Members."

COUNTY PROGRAM COMMITTEES

The County Council President shall appoint a county chairman for each of the eight program committees for a two-year term. The County Council Nominating Committee shall provide the County Council President with recommendations for the eight committee chairmen. Also, an alternate shall be recommended. The newly appointed program committee chairmen assume their responsibilities January 1.

A county program chairman should have served as a club committee chairman of the committee to which she is appointed. For example, the County Citizenship Chairman should have served as a club citizenship chairman.

Candidates for committee chairmen should give consent to the President to serve before appointment.

The County Council President shall be responsible for sending to the appropriate supervisory district committee chairmen the names and addresses of the newly appointed county committee chairmen. For example, she shall send to the super-

visory district citizenship chairman the name and address of the County Citizenship Chairman. The supervisory district program committee chairman is listed in the Yearbook as a member of the state committee.

County program chairmen are members of the supervisory district program committees. For example, the County Citizenship Chairman is a member of the supervisory district Citizenship Committee.

Duties of county program committee chairmen are outlined in the section of this handbook entitled "Duties of Officers, Committee Chairmen, and Club Members."

DISTRICT ORGANIZATION COMMITTEES

There are no program committees for the 27 District Organizations.

SUPERVISORY DISTRICT PROGRAM COMMITTEES

The President of the State Organization shall appoint a supervisory district chairman for each of the eight program committees. These appointments shall be made at the annual meeting of the State Council. Each committee chairman is appointed for a two-year term according to the rotation system.

ROTATION OF APPOINTMENT OF COMMITTEE MEMBERS

COMMITTEE	1962-1963	1963-1964	1964-1965	1965-1966	1966-1967
Health	W SE NE	SW NW E	W SE NE	SW NW E	W SE NE
Safety	E NE SW	NW SE W	E NE SW	NW SE W	E NE SW
Family Life	NW SE SW	NE E W	NW SE SW	NE E W	NW SE SW
International	SW NW E	SE NE W	SW NW E	SE NE W	SW NW E
Public Relations	E W NW	SW SE NE	E W NW	SW SE NE	E W NW
Citizenship	NE SW E	SE NW W	NE SW E	SE NW W	NE SW E
Education	SE W NE	NW E SW	SE W NE	NW E SW	SE W NE

Summary of appointments by districts.

COMMITTEE APPOINTMENTS GUI

Committee Appointments to be made in 1963, 1965, 1967		Committee Appointments to be made in 1964, 1966, 1968	
W	Citizenship Family Life Inter-national Relations Safety	W	Education Health Public Relations
SW	Education Health Public Relations	SW	Citizenship Family Life Inter-national Relations Safety
NW	Citizenship Education Health Safety	NW	Family Life Inter-national Relations Public Relations
NE	Family Life Inter-national Relations Public Relations	NE	Citizenship Education Health Safety
SE	Citizenship Inter-national Relations Public Relations Safety	SE	Education Family Life Health
E	Education Family Life Health	E	Citizenship Inter-national Relations Public Relations Safety

The Executive Board has approved a three-year rotation for Music Committee members. The district rotation of appointment for committee membership is:

1962-63	1962-63-64	1963-64-65	1964-65-66	1965-66-67
NE NW	SE W	E SW	NE NW	SE W

The newly appointed chairmen assume their responsibilities January 1.

The supervisory district nominating committee* shall provide the state organization President with a recommendation for each of the committee chairmen to be named. A first and second alternate should also be recommended for each committee chairman.

A supervisory district program committee chairman should have served as a County Chairman for the committee to which she is appointed. For example, the supervisory district Citizenship Chairman should have served as a County Citizenship Chairman.

Candidates for supervisory district committee chairmen should give consent to serve, in writing, before appointment.

Each County Council may nominate one qualified club member for each committee chairman to be appointed. The County Council shall submit the nomination and personal data for candidates for committee chairmen to the supervisory district Nominating Committee Chairman by February 1.

Supervisory district program chairmen are members of the state program committees. For example, the supervisory district

* See Section "Nominating Committees—Supervisory District"

Citizenship Chairman is a member of the State Citizenship Committee.

Duties of supervisory district program committee chairmen are outlined in the section of this handbook entitled "Duties of Officers, Committee Chairmen, and Club Members."

STATE ORGANIZATION PROGRAM COMMITTEES

Each of the eight state program committees is composed of the six supervisory district program committee chairmen appointed by the state organization President. The members are appointed for a two-year term as given in the rotation system in the previous section. The State President, after conferring with the Executive Board, shall appoint a chairman for each committee. Each supervisory district should have the chairman of at least one of the state program committees.

NATIONAL PROGRAM COMMITTEE

Information on the six national program committees is given in the National Home Demonstration Council Handbook. The Handbook may be ordered from the President of the North Carolina Organization of Home Demonstration Clubs for 25¢.

Nominating Committees— Their Appointment and Responsibilities

CLUB NOMINATING COMMITTEE

Club officers are elected for a two-year term. When officers are to be elected, a nominating committee of three or more members shall be appointed by the club president by the May Home Demonstration Club meeting. They report at the June club meeting.

COUNTY COUNCIL NOMINATING COMMITTEE

A nominating committee of three or more members shall be appointed by the County Council president at the September Council meeting. No two members shall be from the same club. The County Council president is to send names and addresses of county nominating chairman to the district chairman immediately after appointment.

This committee shall report to the January Council meeting the recommendations for nominees for state office, supervisory district program committee chairmen, and district organization officers. All of these serve on a rotation explained in the section of this handbook entitled "Procedure for Election of Officers and the Appointment of Program Committee Members for the North Carolina Organization of Home Demonstration Clubs."

In 1965, 1968, and 1971 this committee shall report to the January Council meeting the recommendations for nominee for the ACWW delegate.

When County Council officers are to be elected and County program committee chairmen are to be appointed, this nominating committee shall report to the June Council meeting. The report shall include the recommendations for nominees for County Council officers. The recommendations for the eight county program committee chairmen shall be given to the Council President. Alternates should be recommended for all committee chairmen.

DISTRICT ORGANIZATION NOMINATING COMMITTEE

The County Council President shall recommend one club member to the District organization chairman for appointment to the nominating committee. This recommendation may be the county nominating committee chairman. The district committee shall be composed of three to seven members, depending upon the number of counties composing the district. The district chairman shall name the committee member from the county of the incoming district chairman as chairman of the district nominating committee. This committee shall report to the annual meeting of the district at the time for election of officers. The report shall include a recommendation for each district office. It is the responsibility of the district organization chairman to send the name and address of the district organization nominating committee chairman to the supervisory district's Executive Board member.

SUPERVISORY DISTRICT NOMINATING COMMITTEE

The district nominating committee chairman shall serve on the supervisory district nominating committee. Therefore, the supervisory district nominating committee shall be composed of three to five members, depending upon the number of districts within the supervisory district. The State President shall appoint one of the committee members to serve as district chairman and represent the supervisory district on the state nominating committee.

The supervisory district nominating committee chairman shall receive, by February 1, from the County Councils the nominations for state office, and state program committees.

The supervisory district nominating committee shall meet by February 15 and select candidates for state office, and state program committees. Alternates for each committee should be selected.

This nominating committee should write each nominee the decision of the committee. A copy of this letter should be sent to the nominee's home economics extension agent and County Council President.

By March 1, the chairman of the nominating committee should send the name and personal data of the nominee for state office to the immediate Past President of the State Organization and the District Home Economics Agent.

The committee's recommendations for program committees should be sent to the State President and the District Home Economics Agent.

In 1965, 1968 and 1971, this supervisory district nominating committee shall select ACWW delegate and two alternates as outlined in the section of this handbook entitled "Selection of ACWW Delegate."

STATE ORGANIZATION NOMINATING COMMITTEE

The State nominating committee shall be composed of the six supervisory district nominating committee chairmen appointed by the State President. The chairman is the state nominating committee should be the immediate Past President of the North Carolina Organization of Home Demonstration Clubs. The State President is not an ex-officio member of this committee.

The state nominating committee reports to the annual meeting of the State Council at the time for the election of officers.

The credentials of nominees for national officers and/or national committee members should be reviewed by the state nominating committee. The recommendations of such members shall be made by the State President.

Home Demonstration Delegates— Their Selection and Responsibilities

DELEGATES TO OTHER NORTH CAROLINA ORGANIZATIONS

The North Carolina Organization of Home Demonstration Clubs is affiliated with the following North Carolina organizations:

The N. C. Family Life Council

The N. C. Council of Women's Organizations

The N. C. Health Council

The N. C. Safety Council

The State President may represent the Home Demonstration Organization at certain meetings of these organizations, or she may request an Executive Board member or a chairman of a state program committee to represent the organization. For example, the President may request the chairman of the State Family Life Committee to represent the Home Demonstration Organization at the N. C. Family Life Council meeting; the chairman of the State Safety Committee to represent the Home Demonstration Organization at the N. C. Safety Council meeting, etc.

Other North Carolina organizations invite the Home Demonstration Organization to have a representative at their meetings. For example, Rural Health Conference, the Conference on Aging, etc. These requests are made to the State President. She may represent the Home Demonstration Organization at these meetings, or she may request an Executive Board member or chairman of a state program committee to represent the Home Demonstration Organization. For example, she may request the Chairman of the State Health Committee to attend the Rural Health Conference, etc.

The Home Demonstration representatives to meetings of any organization should present a brief report of the meeting to the State Executive Board. If the representative is a chairman of a state program committee, the report should be made in writing to the President.

The necessary expenses of the representatives of the Home Demonstration Organization to attend meetings of other organizations may be refunded by the Treasurer upon the order of the Executive Board, based on an itemized expense account. Such funds, however, must be kept within the budget. When the President requests an Executive Board member or a state program committee chairman to represent the Home Demonstration Organization at the meeting of another organization, she should indicate the amount of expenses to be paid.

DELEGATES TO THE NATIONAL HOME DEMONSTRATION COUNCIL

The National Home Demonstration Council meets annually in different states, by invitation. The National Council has accepted invitations to meet in Arkansas in 1963, in Hawaii in 1964, and in Indiana in 1965.

The North Carolina Organization of Home Demonstration Clubs is represented at the National Council meeting by 35 delegates. They are:

The State President

The State First Vice-President

The 27 In-Coming District Organization Chairmen

The 6 In-coming Chairmen of the state program committees corresponding to the national committees: Citizenship—Family Life—Health—International—Public Relations—Safety.

In the event the State President cannot go, the State First Vice-President will represent the President and the State Second Vice-President will represent the State First Vice-President. In the event the State First Vice-President cannot go, the officer next in line will be eligible to go, down through the last elected officer of the Executive Board.

In the event an in-coming district organization chairman cannot go, the officer next in line will be eligible, down through the last elected officer. If no incoming officer goes, the district will not be represented at the meeting.

In the event the chairman of a committee cannot go, the committee will not be represented at the meeting.

The responsibilities of the delegates to the National Home Demonstration Council meeting shall be:

1. To be well informed on Home Demonstration work at the club, county, district, state and national levels.
2. To be a subscriber to National Notes, the magazine of the National Home Demonstration Council. The subscription or 50¢ per year should be sent to the chairman of the Public Relations committee of the North Carolina Organization of Home Demonstration Clubs. Also, the delegates should be subscribers to The Country Woman, the magazine of ACWW. Subscription rate is \$1.00 per year sent to ACWW, 78 Kensington High Street, London, W.8, England.
3. Report the *business proceedings* of the National Home Demonstration Council to the counties which they represent as district officer. The state committee chairmen shall report to their committees the proceedings of the National Council related to their committees. The President and First Vice-President shall report to the Executive Board.
4. To assume some financial responsibility for the expenses of attending the National Council meeting.

The expense of the President to attend the National Home Demonstration Council meeting shall be paid from the Organization's *general fund*. The expenses of the other 34 delegates shall be partially paid from the North Carolina Organization of Home Demonstration Clubs' fund known as the "National Delegates' Fund". This fund will be divided equally among the delegates attending the meeting.

DELEGATES TO NATIONAL HOME DEMONSTRATION WORKSHOPS AND CONFERENCES

When workshops and conferences are called by the National Home Demonstration Council, the State President shall inform the state program chairman and give her the necessary instructions.

When the North Carolina Organization of Home Demonstration Clubs is invited to send delegates to other national conferences, the President shall determine the appropriate person(s) to go and give the necessary instructions. An example of such a conference is a White House Conference.

The North Carolina Organization of Home Demonstration Clubs may be represented at the National Conference on Citizenship by 27 delegates representing the 27 district organizations and the State Chairman of Citizenship Committee who serves as the voting delegate. It is recommended that a county rotation system be established by the district organization so that each county within the district will have equal opportunity to send a delegate to the conference on Citizenship. A delegate should have served as a club citizenship chairman and have served or be serving as county citizenship chairman.

By April 1, the county Council President should send to the district organization chairman and to the District Home Economics Agent the name and address of the delegate to the National Conference on Citizenship.

The district organization chairmen should announce at the annual meeting of the district organization the delegate to the National Conference on Citizenship. The responsibility of the delegate shall be:

1. To be an active Home Demonstration Club member, well informed on Home Demonstration Club work at the club, county, district, and state levels.
2. To be vitally interested in matters relating to Citizenship.
3. To report the proceedings of the conference to the counties which she represents as district delegate.

The registration fee and certain other expenses of the State Chairman of the Citizenship Committee will be paid by the State Treasurer upon the order of the Executive Board. The State Treasurer pays no portion of the expenses of the 27 district organization delegates. It is recommended that each of the 27 district organizations assist with the expenses of the district delegate or that individual counties assist with expenses when that county has the delegate.

DELEGATES TO THE COUNTRY WOMEN'S COUNCIL OF THE U. S. A.

The organization of the United States branch of the Associated Country Women of the World is called The Country Women's Council of the U. S. A. The organization meets annually in different states by invitation.

The State President shall be the representative of the North Carolina Organization of Home Demonstration Clubs to the meeting of the Country Women's Council of the U. S. A. Her expenses shall be paid from the North Carolina Organization of Home Demonstration Clubs' *general fund*.

In the event the State President cannot go, the officer next in line will be eligible to go, down through the last elected officer of the Executive Board.

The delegate to the Council should report the business proceedings of the Council to the Executive Board.

DELEGATES TO THE ASSOCIATED COUNTRY WOMEN OF THE WORLD

The N. C. Organization of Home Demonstration Clubs shall be represented at the Triennial meeting of the Associated Country Women of the World by 6 delegates, one from each supervisory district. No person, except the State President, may represent the state at more than one Triennial meeting.

A state chairman for selection of N. C. Home Demonstration delegate to ACWW shall be appointed by the State President at the fall meeting of the Board of Directors and Executive Board in the year prior to the Triennial meeting of ACWW. For example, in the fall of 1964, a state chairman for selection of ACWW delegates should be appointed by the 1965 State President. A like procedure should be followed for selecting delegates to the Triennial meetings in 1968, 1971, etc. The state chairman shall work with the supervisory district nominating chairman on selection of ACWW delegates.

The state chairman should be an active Home Demonstration Club member who has been a delegate to ACWW. Her responsibilities shall be:

1. To secure from the State President the names of the nominating committee chairmen for the 6 supervisory districts. These nominating committee chairmen shall have duties other than selection of ACWW delegates. These duties are explained in the section on Procedure for Nominating State Officers and State Committee Members.
2. To secure from the State President the application forms to be prepared by county nominees, and to provide the supervisory district nominating committee chairmen with adequate number of application forms to be given county council presidents.
3. To help the nominating committee chairmen of the 6 supervisory districts to understand the procedure for selecting ACWW delegates.
4. To receive from the supervisory district nominating committee chairmen the application of the selected delegate and two alternates per supervisory district.
5. To provide the State President and District Home Economics Agents with the names and addresses of the delegates and alternates in each supervisory district.

THE PROCEDURE FOR SELECTING ACWW DELEGATES SHALL BE:

1. Each county council may nominate one Home Demonstration Club member for delegate to the Triennial meeting of ACWW, the selection of county nominees to be made by February 1.
2. An application form prepared by the nominee and signed by the county council president and home economics extension agent shall be submitted to the supervisory district nominating committee chairman by February 1.

3. The supervisory district nominating committee shall select a delegate and two alternates per supervisory district. The selection shall be made by February 15. The chairman shall notify all the nominees of selection made.
4. The State President shall hold an orientation class for the delegates and alternates.
5. The decision of the committee shall be written to each candidate.

A delegate to ACWW must be an active Home Demonstration Club member who has served, or is serving, as one or more of the following: (1) a member of the State Executive Board; (2) chairman of a district organization of Home Demonstration Clubs; (3) State Chairman of Loan Funds Committee; or (4) a member of a state program committee (the state program committees are Citizenship—Education—Family Life—Health—International—Music—Public Relations—Safety). A delegate must be well informed on Home Demonstration work at the club, county, district, state and national levels. She must be willing to study and become well acquainted with the program of ACWW. It is recommended that the delegate subscribe to *The Country Woman*, a publication of ACWW, and *National Notes*, the National Home Demonstration Council magazine. Subscriptions to *Country Woman* are \$1.00 per year sent to ACWW, 78 Kensington High Street, London, W. 8, England. Subscriptions to *National Notes* are 50¢ per year sent to the chairman of the Public Relations Committee for the N. C. Organization of Home Demonstration Clubs. ACWW delegates must be willing to report the *business proceedings* of the Triennial meeting of ACWW to the counties in her supervisory district.

The expenses of the six delegates shall be partially paid from the N. C. Organization of Home Demonstration Clubs' fund known as "The International Delegates Fund". The fund will be divided equally among the delegates attending the meeting. Each delegate must be willing to assume the remaining financial responsibility for the trip.

DUTIES OF OFFICERS AND COMMITTEE CHAIRMEN

(These are basic duties. Additional ones may be needed to meet the needs of the organization.)

All officers, county, district, and state should have:

1. A working knowledge of parliamentary law.
2. A thorough understanding of the constitution and bylaws of the state organization.

County Council President

Preside at all meetings of the county council, council executive board, and annual meeting of the county organization.

Notify vice president if unable to attend meetings.

Appoint all county standing committee members and members of special committees.

Serve as ex-officio member of all committees except the nominating committee.

Attend training workshops for officers and assist with the

training of club and county officers.

Have a thorough understanding of and be able to interpret the home demonstration club program.

Know district organization chairman and cooperate with her on implementing district and county programs.

Attend all meetings on local, county, district, and state basis as required by the council president.

Keep a complete file of all materials relating to office of council president. At end of term of office give the file to the incoming council president.

County Council Vice-President

Be prepared to preside at meetings.

Serve as chairman of the county home demonstration club program.

Serve as chairman of the County Membership Committee.

Have a thorough understanding of and be able to interpret the home demonstration club program.

Attend training workshops and assist with the training of club and county officers.

Attend all meetings on county, district, and state basis as required of the vice-president.

Keep a complete file of all materials relating to office of vice-president. At end of term of office give the file to the incoming vice-president.

County Council Secretary

Preside at meetings in the absence of the president and vice-president.

Keep an up-to-date roll of council membership and record attendance at meetings.

Keep a record of all minutes of regular and special meetings of the Council and Council Executive Board. Record all reports of treasurer.

Keep a record of all committee appointments and committee reports.

Have charge of all special documents of the organization except the treasurer's books.

Assist the president with the correspondence of the Council.

Attend all regular and special meetings of the Council and Council Executive Board.

Attend all meetings on county, district, and state basis as required of the secretary.

Keep a complete file of all materials relating to office of secretary. At end of term of office give the file to the incoming secretary.

County Council Treasurer

Receive and keep an accurate record of all monies belonging to the county council.

Acknowledge receipt of monies received from club treasurers.

Pay all bills authorized by the council.

Present a financial report at every business meeting of the council or when requested by the president. Always give a written copy of the report to the council secretary for her records.

Send all required monies to the State Organization Treasurer by March 1, of each year. Use State Organization Financial Report form when money is sent to State Organization Treasurer.

Serve as chairman of the County Council Finance Committee.

Attend all meetings of county, district, and state basis as required of the council treasurer.

Keep a complete file of all materials relating to office of treasurer. At end of term of office give the file to the incoming treasurer.

District Organization Chairman

Must have served as county council president.

Preside at all meetings of the district organization.

Attend a minimum of one county council meeting in each county in district.

In each county in district promote and follow up on programs and projects sponsored by the state organization.

Attend meetings of State Executive Board and Board of Directors. Be sure the county council president in each county receive a report of meetings.

Incoming district chairmen attend annual meeting of National Home Demonstration Council. Give report of meeting to counties in the district.

Attend State Council meeting and annual meeting of the State Organization.

Attend training workshops for officers and assist with the training.

Serve on the following Supervisory District Committee: Music Scholarship Committee to select district scholarship winners to the State Music Workshop.

Keep a complete file of all materials relating to office of district chairman. At end of term of office give the file to the incoming district chairman.

District Organization Vice-Chairman

Must have served as county council president.

Be prepared to preside at meetings.

Attend training workshops for officers and assist with the training.

Attend all meetings on county, district, state and national basis as required of the vice chairman.

Keep a complete file of all materials relating to office of vice chairman. At end of term of office give the file to the incoming vice chairman.

Attend meeting of annual Council and Board Meeting without vote and no expense.

District Organization Secretary

Must have served as a county council officer.

Assist the chairman with the correspondence of the district organizations.

Keep a record of attendance and write the minutes of all regular and special meetings.

Keep a record of all committee appointments and committee reports.

Send report of annual district organization meeting to the State Home Economics Leader, State College, Raleigh, N. C.

Attend all meetings on county, district, state, and national basis as required of the secretary.

Keep a complete file of all materials relating to office of secretary. At end of term of office give the file to the incoming secretary.

District Organization Historian

Must have served as a county council officer.

Keep historical record of district organization up to date by adding:

Dated copies of publicity about the work in the district

Copy of the program for the annual meeting

A list of special activities carried on a district basis

Names and addresses of county and district delegates to national and international meetings

Information about outstanding honors awarded club members in the district

At the end of term of office give all historical materials and file to the incoming historian.

State Organization President

Preside at all meetings of the organization, Executive Board, Board of Directors, and the State Council.

Notify the vice presidents if unable to attend meetings.

Assign such duties to the vice presidents and directors as needed in performing duties of office.

Plan with the Executive Board, the agenda for meetings of the state organization, state council, and Board of Directors.

Instruct organization secretary to notify members of meetings of Executive Board, Board of Directors, and State Council.

Appoint all State Standing Committee members and members of special committees such as Educational Loan Fund.

Instruct corresponding secretary to notify committee members of their appointment.

Serve as ex-officio member of all committees except the nominating committee.

Attend all meetings on county, district, state, national, and international basis as required of the president.

Submit a written report of work done by the president to the Executive Board at its meeting prior to annual meeting of the state organization.

Give a verbal report of work done by the president to members of the state organization at its annual meeting.

Keep a complete file of all materials relating to office of president. At end of term of office give the file to incoming president.

Serve as advisory member of the state organization Executive Board for one year following term of office.

Plan and arrange for delegates to National meeting. Prepare oral report for national.

Plan and arrange for delegates to ACWW meeting.

State Organization Vice Presidents

First Vice President:

Be prepared to preside at meetings.

Be responsible for preparation and presentation of report to be given at annual meeting of the state organization.

Be responsible for preparing the organization's written report for the annual meeting of the National Home Demonstration Council.

Serve as chairman of State Standing Committees program planning meetings.

Attend officer training workshops and assist in training club, county, and district officers.

Serve as chairman of handbook committee.

Attend all meetings on county, district, state, and national basis as required of the first vice president.

Keep a complete file of all materials relating to office of first vice president. At end of term of office give the file to the incoming first vice president.

Prepare written report for national.

Second Vice President:

Be prepared to preside at meetings.

Serve as chairman of the State Resolutions Committee when such committee is needed.

Attend officer training workshops and assist in training club, county, and district officers.

Attend all meetings on county, district, state, national, and international basis as required of the second vice president.

To prepare yearbook.

Keep a complete file of all materials relating to office of second vice president. At the end of term of office give the file to the incoming second vice president.

State Organization Recording Secretary

Notify members of State Executive Board and Board of Directors of date, place, and hour for regular or special meetings.

Keep a record of attendance and the minutes of all meetings of the State Executive Board, Executive Board and Board of Directors, State Council meeting, and annual meeting of the state organization.

Keep an accurate roll of Executive Board, Board of Directors, and State Council members. Call roll when a roll call is required.

Keep an accurate record of all committee appointments and committee reports.

Attend all meetings on county, district, state, and national basis as required of the recording secretary.

Keep a complete file of all materials relating to office of recording secretary. At end of term of office give the file to the incoming recording secretary.

State Organization Corresponding Secretary

Assist the president with the general correspondence of the state organization.

Keep all correspondence received and copies of all correspondence sent in the name of the state organization.

Attend all meetings on county, district, state, and national basis as required of the corresponding secretary.

Keep a complete file of all materials relating to office of corresponding secretary. At end of term of office give the file to the incoming corresponding secretary.

Notify all committee members of their appointments.

State Organization Co-ordinating Treasurer

Assist the appointed treasurer with her duties.

Be prepared to assume responsibilities of treasurer if appointed treasurer is unable to perform duties.

Serve as chairman of state organization Finance Committee.

Attend all meetings on county, district, state, and national basis as required of the co-ordinating treasurer.

Keep a complete file of all materials relating to office of co-ordinating treasurer. At end of term of office give the file to the incoming co-ordinating treasurer.

Serve on Educational Loan Fund.

State Organization Treasurer

Due to the detailed amount of bookkeeping required of the treasurer the State Executive Board and Board of Directors appoint a treasurer to serve the state organization. The appointed treasurer is paid a monthly fee for her services. The duties of the appointed treasurer are outlined in the constitution and bylaws of the state organization and are as follows:

Receive and keep records of all monies belonging to the organization and deposit the same in a bank subject to the approval of the Executive Board.

Pay all expenses of the organization upon written order of the president.

Acknowledge receipt of monies received from County Council treasurers.

Notify delinquent counties of arrears in dues and contributions.

Prepare four (4) copies of all financial transactions, one for the treasurer's files, one for the State Office, one for the co-ordinating treasurer, and one for the state president.

Write all notes for Loan Fund borrowers and keep record of loan payments made by borrowers.

Place all bonds for Loan Fund notes in a safety deposit box in the bank approved by the Executive Board.

Make a full audited report at the annual meeting of the State council. The books of the treasurer shall be audited by an accredited auditor approved by the Executive Board annually or at the request of the Executive Board. The cost of the audit shall be paid from the organization's general fund.

Serve as an ex-officio member of the State Finance Committee.

Ex-officio member of Educational Loan Funds.

COMMITTEE CHAIRMAN

Club Chairman

Represent club on county committee.

Attend county committee planning meetings and training schools.

Report to club members on county committee program of work.

Be responsible for committee work to be done on a club or community basis.

Send report of club activities to County Committee Chairman.

Acknowledge all correspondence received from the county committee chairman.

Keep a file of all club committee work and give it to the incoming chairman of the committee.

County Chairman

Secure names and addresses of all club committee chairmen.

Preside at county committee meetings and training schools or club chairmen.

Have a meeting of county committee early in the year to study state committee program and to plan a county committee program of work.

Report county committee program to county council and to district committee chairman.

Secure reports of committee activities from club committee chairmen and compile a county report.

Give county committee report to county council and send a copy to district committee chairman.

Acknowledge all correspondence received from district committee chairman.

Keep a file of committee work and give it to the incoming chairman of the committee.

District Chairman

Each state committee member is chairman of her supervisory district committee.

Secure names and addresses of county committee chairman from each county in district.

Preside at district committee meetings and training schools or county chairmen to promote state committee programs of work.

Secure reports of committee activities from county committee chairmen. Compile a district report and send report to State Committee Chairman.

Acknowledge all correspondence received from state committee chairman.

Keep a file of committee work and give it to the incoming chairman of the committee.

State Chairman

Preside at state committee meetings and assist with developing a state committee program of work.

Secure reports of committee activities from state committee members and compile a state report.

Report on committee activities to the State Executive Board and State Council at definite times and/or when requested by the president.

Attend National Home Demonstration Council meeting if state committee is same as a national committee.

Keep a file of committee work and give it to the incoming chairman of the committee.

THE JANE S. McKIMMON EDUCATIONAL LOAN FUND

"Help youth help itself" is what the Jane S. McKimmon Educational Loan Fund has endeavored to do for 33 years. This Loan Fund has been one of the outstanding achievements of the North Carolina Organization of Home Demonstration Clubs.

As a tribute of love and affection for their State Home Demonstration Agent, the Home Agents Association of North Carolina in December, 1927, at the suggestion of Mrs. Estelle T. Smith, district agent, established this Loan Fund to be called the Jane S. McKimmon Educational Loan Fund, and to be used to aid rural girls of North Carolina in attending college to pursue their studies in Home Economics.

At the annual meeting in July, 1929, resolutions were read from the Home Agents Association requesting that the North Carolina Organization of Home Demonstration Clubs assume the responsibility for administering the fund; the fund to be administered by a Jane McKimmon Educational Loan Fund Committee. The resolution was enthusiastically adopted and before the meeting adjourned \$336 had been pledged from the floor. The committee is now composed of 3 representatives from the N. C. Home Agents Association and 4 representatives from the State Organization of Home Demonstration Clubs.

On August 10, 1949, the State Council voted to continue the Loan Fund as an active fund and broadened to include loans to rural girls desiring a four year college education in any field.

Requirements for Securing A Jane S. McKimmon Educational Loan

1. This fund shall be in charge of a committee known as the Loan Funds Committee. This committee shall consist of seven members; three members from the Home Demonstration Agents' Association and four members from the State Organization of Home Demonstration Clubs.
2. On August 10, 1949, the State Council voted to continue this fund as an active fund and broadened to include loans to girls desiring a college education in any field and to home economic agents and state staff members are eligible to apply for a graduate study loan. Money shall be loaned without interest while the students is in an Accredited Four-Year College; loans for accredited Junior College admission will be considered if applicant plans to continue for four years of college study; all loans to be repaid within three years after finishing school. Failing to do this the borrower agrees to pay interest at six per cent from the date the note is drawn. Should the borrower marry, the date for maturity automatically falls due, or the borrower agrees to make substantial monthly payments.
3. All applicants for loans must be residents of North Carolina who are able to present sufficient credits from an accredited High School. Preference will be given to students who plan to attend North Carolina colleges. Preference will be given to 4-H girls. No loan shall exceed \$500 annually.
4. All requests for loans must be made by letter in the handwriting of the applicant, a filled in application blank and

recommendation from the following: principal of high school (or school last attended) and one other teacher, the home demonstration agent, one from a responsible man or woman of her community, a health certificate from a reputable physician, and a transcript of her high school record. Students must present a record of work done each year in college.

5. The application for loans shall be made to the county Loan Funds chairman by April 1, and shall be submitted to the State Loan Funds chairman by May 1. The committee will meet not later than June and subsequently notify applicants of their approval or rejection.
6. The treasurer of the North Carolina Federation of Home Demonstration Clubs shall hold monies of this fund. Checks shall be issued only when instructed by the Loan Fund chairman and after receiving the note of the borrower properly signed and endorsed.
7. Each borrower is requested to write to the chairman of the Jane S. McKimmon Educational Loan Fund Committee once each quarter.
8. Loans for each school year are made in two installments, one at the beginning of each school term. Each note must bear the endorsement of the girl, her parents or guardian, and two citizens of approved financial responsibility, other than her family. These notes must be returned immediately to the State Treasurer. The committee shall at all times encourage girls to keep their indebtedness to the minimum.
9. The treasurer shall hold all notes and collect payments on these notes as they fall due.
10. The committee shall be satisfied with the student's work before extending help a second year.
11. Failure to comply with the rules herein stated makes an applicant ineligible for a loan.

APPLICATION FOR JANE S. McKIMMON LOAN FUND

Date: _____

Name: _____

Address _____

County _____

Age: _____

1. PERSONAL AND FAMILY INFORMATION

a. Father's full name _____ Age _____

b. Mother's maiden name _____ Age _____

c. Father's occupation _____

d. Mother's occupation _____

e. No. of brothers _____ Ages _____

f. No. of sisters _____ Ages _____

g. Will brothers or sisters be attending college at the same time as you? _____

h. Have you brothers or sisters attending college at present? _____

i. Are you a member of a church? _____ Denomination _____

j. In what church activities did you participate or hold offices? _____

k. List any community activities in which you have participated: _____

2. SCHOOL INFORMATION

High School from which you graduated _____

Name and address of principal _____

List your school activities, offices held, club memberships, athletic participation, etc.

Give the names and addresses of the following people who are asked to furnish references for you: (Please attach their letters of reference to this application form)

Principal of High School _____

One Teacher _____

A responsible citizen of your community (man or woman)

County Home Economics Agent _____

What college do you wish to attend? _____

What college course do you wish to take? _____

For what occupation do you wish to prepare yourself?

Attach below a transcript of your high school grades:

3. FINANCIAL INFORMATION

Amount you wish to borrow yearly _____

Do your parents own property? ____ Approximate value _____

Approximate family income per year _____

Will your parents assist you financially? _____

If so, to what extent? _____

Will you receive aid from any other source? _____

Will you be willing to work to help defray your expenses?

Have you any other debts? _____

Do you agree to either pay this debt in full before you marry, or continue making substantial monthly payments after you marry until the loan is paid in full? _____

Have endorsers sign their names and addresses below, showing their willingness to endorse your note. Secure three endorsers—one parent and two others. (The endorsement of notes by Extension workers will not be permitted.)

- a. _____
b. _____
c. _____

The following statement is to be signed by the County Home Economics Agent:

I have made inquiry into the financial status of the endorsers listed above and find them to be reliable and willing to endorse the applicant's note.

Signed _____
County Home Economics Agent

4. HEALTH

Attach here Health Certificate from your family physician.

We have examined this application and we approve this applicant.

County Chairman Jane S. McKimmon Loan Fund

County Home Economics Agent

Please write a personal letter in your own handwriting on this page giving any information which you deem of value and which might assist you in securing the loan you request.

To the Chairman of the Jane S. McKimmon Loan Fund:

THE ESTELLE T. SMITH HEALTH LOAN FUND

This fund was established in 1945 and was designed for the use of home demonstration club women who were in need of medical care or hospitalization. As the fund continued to grow, the Executive Board agreed that it would remain intact until it reached a value of \$1,000.00. In March, 1952, the Treasurer of the State Organization reported the value of the fund as \$1,000.00 and a Committee was appointed to draw up plans for its use. This committee recommended that the Fund be used as a loan fund for girls who wish to enter the Nursing field. State Council approved the plan, August 21, 1952, and the Health Committee was asked to set up requirements. An amendment was approved in 1961 to include loans to be made to girls wishing to study for careers in health education.

Requirements for Securing an Estelle T. Smith Loan Fund

1. This fund shall be known as the Estelle T. Smith Health Loan Fund and administered by the State Loan Funds Committee composed of four Home Demonstration Club Members and three Home Economics Agents.
2. The purpose of this loan fund is to assist rural girls who wish to enter the health education or the nursing fields. Training must be taken in an accredited professional school. Money is loaned without interest while the student is in school. The borrower is allowed three years to repay the loan without interest. No loan shall exceed \$500.00 per year.
3. All applicants for loans must be prospective student nurses or those interested in health education and who have graduated from an accredited high school.
4. All applicants for loans must be made by letter in the handwriting of the applicant and accompanied by letters from the following: principal of high school attended, one other high school teacher, home demonstration agent, a responsible man or woman in the community, health certificate from a reputable physician and a copy of her high school record. Students must present a record of work done each year while in school.
5. Application for loans shall be made to the County Loan Fund Committee by April 1 and to the State Loan Fund Committee by May 1. The names of the chairmen are listed in yearbook.
6. The treasurer of the North Carolina Organization of Home Demonstration Clubs shall hold monies of this fund. Checks shall be issued only when instructed by the State Loan Fund Chairman and after receiving the note of the borrower properly signed and endorsed.
7. Loans for each school year are made in one installment. The note must bear the endorsement of the girl, her parents or guardian, and two citizens of approved financial responsibility, other than her family. This note must be returned to State Treasurer immediately. After the note is received a check will be issued.

8. The treasurer shall hold all notes and collect payments on these notes as they fall due.
9. The committee shall be satisfied with the student's work before extending help a second year.
10. Failure to comply with the rules herein stated makes applicant ineligible for a loan.

THE JULIE F. CUYLER MUSIC SCHOLARSHIPS

In 1953, Dr. W. Kenneth Cuyler of Durham gave the initial fund which established the music scholarships named in honor of his wife, Mrs. Cuyler.

The purpose of these scholarships is to provide funds for two (2) home demonstration club members and two (2) 4-H club members from each supervisory district to attend the annual State Music Workshop.

The scholarships are financed by contributions from the home demonstration clubs and interested people throughout the state. The music scholarship fund is administered by the state music committee.

Details regarding these Scholarships may be secured from club music committee chairman, county music committee chairman, and home economics extension agent.

CLUB ETHICS

The president prepares the order of business with the secretary.

The president stands when opening and closing meetings and when stating questions.

The president speaks distinctly and loud enough to be heard, and maintains order.

The president does not take part in discussions until she has called the vice president to occupy the chair. Then the president addresses the presiding officer and observes the same rules that are binding upon other members. The president does not show prejudice on questions.

The president avoids taking negative votes on questions of condolence, sympathy or courtesy.

When introducing a speaker, the president should endeavor to give correctly the name, title, and institution he represents, and to make the introduction one that will tend to establish cordial relationships between the speaker and the audience.

The president makes use of her secretary in every possible way to insure a well conducted meeting, i.e., to read communications, in questions of procedure, etc.

The secretary is seated at the right of the president and is ready to assist the president at all times. All motions are written down as stated; in case of disagreement the secretary's notes are final authority.

The minutes of the meeting do not constitute a report; they should be the authentic proceedings of the meeting and in no way biased.

In presenting matters, members always stand, address the chair and wait for recognition.

Any discussion by members among themselves when not recognized by the chair is out of order and discourteous.

Members should consider the assembly as a whole and speak loud enough to be heard by all.

PUBLICITY BOOK REQUIREMENTS

COVER

1. Each book should be identified properly on the cover so that the judges or persons looking at it can tell at once from which county it comes.
2. There is no objection to elaborate and decorative covers provided the inside is just as good. A fancy cover on the outside and a poor job on the inside leave a bad impression in the minds of the judges.
3. Avoid entering books that go to the extremes of large and small in dimensions.
4. Be sure that the book entered is durable and that the pages are firmly fixed.

CONSTRUCTION

1. Use rubber cement for the clippings rather than some of the other glues as it makes a much neater job.
2. If colored paper is to be used as background on the pages, it is better to use one large piece rather than smaller ones cut out for each clipping.

ARRANGEMENT (GROUPING OF MATERIAL, TABS, ETC.)

1. Tabs to divide the various sections of the book are very helpful.
2. The arrangement of the book is better and clearer if the activities of the county are outlined under tabs as to county, community, district, state, and national activities rather than breaking the work down into months.
3. It is very important to have very near the front of the book a table of contents showing what sections are to follow.
4. There should be some space between items on each page. Do not crowd items.
5. A number of blank pages in a book should be avoided as they help create a wrong impression. The average judge finding such pages has a suspicion that a thick book is not all it appears to be.
6. Do not include photographs in a publicity book that have not been published in a newspaper. This tends to make it a scrapbook and not a publicity book.

ARTICLES

1. For a well-balanced book, some of the articles should be by-lined by the home demonstration agent and her assistants, but not *all* of them. Encourage club members to submit articles on club work.
2. Most of the publicity books this year dealt solely with newspaper work. It would be helpful to list a section on radio, television and county use of these where they are available.
3. Use only clippings from the current year.
4. Include the name of the newspaper and the date published above each clipping.

5. Unless articles published or issued by the State Extension office pertain to your county they should not be included in a county publicity book.

4-H ACTIVITIES

1. Articles on 4-H activities in the county should not be included in a home demonstration publicity book unless home demonstration club women played a particular part in the 4-H activity. Use only those articles written by a club woman or those mentioning home demonstration club members.

OTHER

1. At the front of the book it would be good to list newspapers, radio, and television station outlets available to the workers in the county. In this way the judges can tell what sources were available and have some idea of what is a reasonable quantity of publicity to expect from a county. Some counties may have access to only one newspaper while others can take advantage of several papers, radio and television.
2. Also, at the front of the book, it is a good idea to list publicity chairman in the various community clubs. In this way the judges know something of the organization of the program in the county.

CANDIDATE APPLICATION FOR OFFICE OR DELEGATE OF THE STATE HOME DEMONSTRATION ORGANIZATION

I. PERSONAL INFORMATION ON CANDIDATE

1. Name _____ County _____
Address _____ Org. District No. _____
2. Candidate submitted for office of _____
Or, Delegate to _____
3. Was candidate selected according to criteria for choosing officers and Constitution and By-Laws? _____
4. How many years has the candidate been a club member? _____
5. Does the candidate drive a car? _____
Does the candidate have young children at home? _____
Does the candidate work away from home? _____

II. LEADERSHIP IN HOME DEMONSTRATION CLUB WORK

1. What organizational offices has the candidate held?
Club _____

County _____

District _____

State _____

2. What project and committee chairmanships has the candidate held?
Club _____

County _____

District _____

State _____

3. List any noteworthy home demonstration activities the candidate has led in and with what results.
4. List the important home demonstration events the candidate has attended and participated in.
5. Is candidate at present an active club member? _____

III. OTHER LEADERSHIP

1. List organizations in which candidate takes an active part.
2. List candidate's 4-H Leadership activities with local and county program.

IV. COMMENTS BY EXTENSION AGENT REGARDING THE CANDIDATE.

**V. IF ELECTED TO THE OFFICE OF _____
OF HOME DEMONSTRATION ORGANIZATION OR
DELEGATE, I WILL AGREE TO SERVE IN THIS
CAPACITY.**

Candidate's Signature _____

"AS LEADER—ONE SERVES"

TO:	Home Demonstration County Councils Home Demonstration Club Presidents Home Economics Agents
WHAT?	The 19___ (year) Leadership Achievement Award
PURPOSE:	To develop and strengthen the leader training program, project and organization leaders, in home demonstration work in North Carolina through the recognition of two leaders in each supervisory district.
HOW?	The County Council will develop procedure for selecting the club and county winners.
DATE:	November 15, 19___ (year).
SPONSOR:	The Great Atlantic and Pacific Tea Company, Inc.
AWARDS:	A silver tray will be awarded to the two high scoring leaders in each supervisory district. A beautiful framed certificate with appropriate inscription will be awarded to their County Councils.
COUNTY ELIMINATION:	Select your county winner by November 15, 19___ (year). Send name and address together with record of achievements of your county winner to your district agent.
DISTRICT ELIMINATION:	A state committee of competent judges will judge the county winner entries and name the two supervisory district winners.

SCORE CARD

I. ORGANIZATIONAL LEADER WORK IN HOME DEMONSTRATION	25 points
II. PROJECT LEADER WORK IN HOME DEMONSTRATION	25 points
III. PARTICIPATION IN HOME DEMONSTRATION PROGRAMS	20 points
IV. PARTICIPATION IN 4-H CLUB WORK	10 points
V. NARRATIVE	20 points
TOTAL	100 points
COUNTY	

VOLUNTEER LEADER'S ACHIEVEMENT REPORT

Report may Cover a complete history of leadership activity—
not an annual report.

Name _____

Address _____

Name of Home Demonstration Club _____

Number of years you have been an active home demonstration
club member _____

I. ORGANIZATION LEADER WORK IN HOME DEMONSTRATION:

A. Offices held (indicate whether club, county, district,
state):

B. Committees (club, county, district, state):

C. Organized (club and/or other groups):

D. What have you done to interpret Home Demonstration
work to others?

E. What other organization and agencies have you worked
with as a representative of Home Demonstration work?

F. List leadership in Home Demonstration activities—health drives, tours, exhibits, etc.:

G. What programs and activities have you initiated, planned and carried out?

H. List leader activities in other organizations:

II. PROJECT LEADER WORK IN HOME DEMONSTRATION
(Report for all years):

A. In what subject matter areas have you served as project leader?

B. List demonstrations given to Home Demonstration Clubs:

Approximate No.
Times Given

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

C. List demonstrations given to groups,
other than Home Demonstration Clubs:

Approximate No.
Times Given

_____	_____
_____	_____
_____	_____
_____	_____

D. Name other groups to which you gave demonstrations

E. List workshops held: For Whom?

Approximate No.
Times Given

_____	_____	_____
_____	_____	_____
_____	_____	_____

III. PARTICIPATION IN HOME DEMONSTRATION PROGRAMS DURING PAST YEARS:

A. During this past year did you attend:

1. 75% of local club meetings? Yes___ No___
2. County Achievement Day? Yes___ No___
3. County Council? Yes___ No___
4. District Home Demonstration Meeting? Yes___ No___
5. Farm Home Week? Yes___ No___
6. Annual Meeting State Organization Home Demonstration Clubs? Yes___ No___
7. Other Meetings (Name):

B. Each One Reach One during past year:

To approximately how many people have you given
homemaking information? Number _____

C. INDICATE YOUR PARTICIPATION IN THE FOLLOWING ACTIVITIES:

1. Planning Home Demonstration program:

2. Rural Reading Program:

Have you received Book Review Certificate? Yes___ No___

Have you received Advanced Book Review Certificate? Yes___ No___

3. Exhibits:

Club or community _____ (check) County
_____ (check) District _____ (check)

4. Describe any other participation in Home Demonstration work:

IV. PARTICIPATION IN 4-H CLUB WORK:

A. Total number of years you have served as 4-H Leader:

B. List special activity meetings held (such as 4-H Church Sunday, Record Keeping, 4-H Exhibits, etc.) during all years:

C. List awards or recognition you have received as a 4-H Leader:

V. NARRATIVE:

Prepare one typewritten page on "THE VALUE TO ME OF HOME DEMONSTRATION LEADERSHIP TRAINING"—(emphasis on *VALUES*—tangible and intangible—the real satisfactions you have gained through leader training work).

NOMINATION BLANK FOR THE MOTHER OF THE STATE OF NORTH CAROLINA,

(Secure this blank from State Chairman about Nov. 1st of each year.)

(The American Mother will be chosen from among the 52 State Mothers selected by the 50 States, the District of Columbia and Puerto Rico)

I hereby nominate for State Mother _____

(Give full name, including maiden name)

whose address is _____

Date _____

(Signed) _____

(Address) _____

(Organization, if any) _____

In the space below, please answer the following questions about your nominee:

1. Age _____ 2. Where born _____

3. Where educated (If holder of college degree, please so state) _____

4. With what religion is the nominee affiliated? _____

5. To what local or national organization does the nominee belong? Describe her activities fully _____

6. List other activities of the nominee _____

7. Husband living? _____ His name _____

Occupation _____

Interests _____

(Describe as fully as possible)

8. Mother of how many children _____ (Please list full names, ages, occupations and complete addresses)

Name _____ Age _____ Occupation _____

Name _____ Age _____ Occupation _____

Name _____ Age _____ Occupation _____

Name _____ Age _____ Occupation _____

9. Is this nomination being made with the nominee's knowledge and consent? _____

(Over)

10. If selected as the State or the National Mother would she:
(1) be willing and able to go to New York and take part in the Annual Mothers' Conference and the ceremonies for the presentation of awards: _____
(2) be willing and able to assist in the program of the American Mothers Committee, i.e., Counselor Service to Young Mothers? _____
11. Attach *only* 3 letters of reference from one person in each of the following categories: Religion; Education; Civics or Government. In addition, give a full written account of the family life and background.
12. Please tell us on reverse side or additional sheets of paper what in your opinion entitles the nominee to be considered for State Mother and the National Mother.
(It is recommended that supporting material be limited to Nos. 11 and 12.)

NOTE: This blank must be returned to the State Chairman accompanied by a good recent photograph of the nominee. SNAPSHOT WILL NOT BE ACCEPTED.

ALL RETURNS MUST BE IN THE HANDS OF THE STATE CHAIRMAN BY MARCH FIRST OF EACH YEAR.

QUALIFICATIONS FOR THE AMERICAN MOTHER

- First that she be a successful mother, as evidenced by the character and achievements of her individual children.
- Second that she be an *active* member of a religious body.
- Third that she embody those traits highly regarded in mothers; courage, cheerfulness, patience, affection, kindness, understanding and a homemaking ability.
- Fourth that she exemplify in her life and conduct the precepts of the Golden Rule.
- Fifth that she have a sense of responsibility in civic affairs and that she be active in service for public benefit.
- Sixth that she be qualified to represent the Mothers of America in all responsibilities attached to her role as the National Mother.

Use space below and additional paper for any questions requiring supplementary answers. Refer to them by number.

1. The youngest child of nominee must not be less than 15 years of age.
2. Any legal Mother is eligible with the exception of a divorced Mother (a broken home, *no matter for what reason*, is disqualified).
3. All questions on Nomination blank must be answered. Failure to comply with this regulation disqualifies the nominee.
4. If return of material submitted is desired, kindly enclose adequate postage.

A photograph (not a snapshot) must accompany this application.

REFLECTIONS ON BECOMING A GOOD CLUB MEMBER AND LEADER

Gracious and efficient officers and leaders are the motivating force to better home demonstration meetings on a county, district, and state level.

The whole of life is experience. The expansion of your interest, the broadening of your sympathies, the extension of your knowledge increases your growth, if in every experience (be it happy or sad) you find constructive material and use it for your own development.

We keep only what we share. We must give something to life in return for what we receive.

An old epitaph: What I gave, I have; what I spent, I had; what I kept, I lost.

Enthusiasm is contagious. Were you ever at a club meeting and bored to death when a gracious and efficient leader came into the room? That very second the atmosphere of the meeting was changed and everyone became alive. This charming person radiated friendship and a vital enthusiasm. Nothing great was ever achieved without enthusiasm.

"Success comes in CANS. Failure comes in CAN'TS" is written on the walls of Biltmore Industries in Asheville. It reflects the keen mental attitude of its author, Fred Seeley. You can achieve success in leadership in the home demonstration organization with greater knowledge of your organization and those little things that contribute to gracious living.

Forgetting yourself in the service of others is the first requisite for growing leaders. The ability to serve and interest others is acquired by practice.

Know your organization. Have you studied your year book? Your Handbook?

IMPROVE WAYS TO BETTER MEETINGS:

Better club, county, district meetings can be a tool in strengthening the home demonstration club program. What can gracious and efficient officers and leaders do?

1. *Be an example:* Be on time. Begin meeting on time. Follow good parliamentary procedure in conducting meetings. Be enthusiastic.

2. *Let club members participate:* Use members on program at regular monthly club meetings, county-wide meetings, and district meetings. Develop new leaders.

3. *Place of meeting:* Have everything ready before the guest arrive. Make the room attractive. Have chairs in place. Set the stage for the meeting (table for President and Secretary, gavel).

So you're going to make a speech or give a report. You should present something worth looking at; something worth listening to; and something worth remembering.

To be something worth looking at involves posture, the way you walk, the way you rise from your chair, your facial expression, and the kind of clothes you wear. These reveal to the audience the kind of person you are. Dress plainly. Simple garments, well fitted and with good lines. Wear no accessories that particularly attract the attention of the audience, (dangling earrings, clanging bracelets). Women tuck in that last lock. Give the parting touches behind the scene so that you will look

calm and well poised. Watch your posture when you walk on the platform. Walk like a thoroughbred. Sit calmly and relaxed no leg crossing, face fiddling, or hair touching.

After being introduced walk proudly to the center of the platform. Let the joy you have had in preparing your talk and appearing on the program reflect in your face. Show that pleasure. Let your face radiate the ideas in your mind. Look at the chairman when calling her name or any other persons whom you address individually and then turn to the audience. Now you are ready to start talking, so now wait a moment. It is a measuring time. You are using your mental tape measure and the audience are using theirs. Before you utter a sound, allow this moment of silence to be felt. If you plan it, it will increase your confidence and will give the audience the impression of your perfect ease as a public speaker.

Something worth listening to: Every speech should be entertaining. Every speech should educate the audience. To be an effective speaker, there are some things you should get rid of and some you must acquire. Fear and lack of preparation are two most common enemies of experience. Fear usually originates from thinking too much about yourself. A good cure for fear might be the concentration of your best efforts in preparation of your subject. It is the part of the preparation which enables you to present something worth listening to.

Worth remembering: Your climax may or may not be the last sentence. Regardless of where it occurs in your talk, make it a beacon light. A pause might be a powerful climax—that moment of absolute silence when the audience is breathless with interest. A phrase softly spoken might be equally effective. The very last sentence should be carefully prepared and its message carefully chosen. Like your opening sentence it should be memorized. You may have to finish your speech before you planned because of program difficulties or other speakers stealing your time. You may become confused in the middle of your speech and have to make a force landing.

Don't say thank you to the audience when you are through. If your speech has been acceptable your audience has had a treat.

Club members are important. You, too, must be friendly, cooperative, and enthusiastic. You are important. Your behavior should conform to the rules of etiquette on gracious living.

Be on time. If you are unavoidably late and arrive during a prayer, report, speech or special musical number wait quietly at the back of the room until the hostess or an usher shows you a seat.

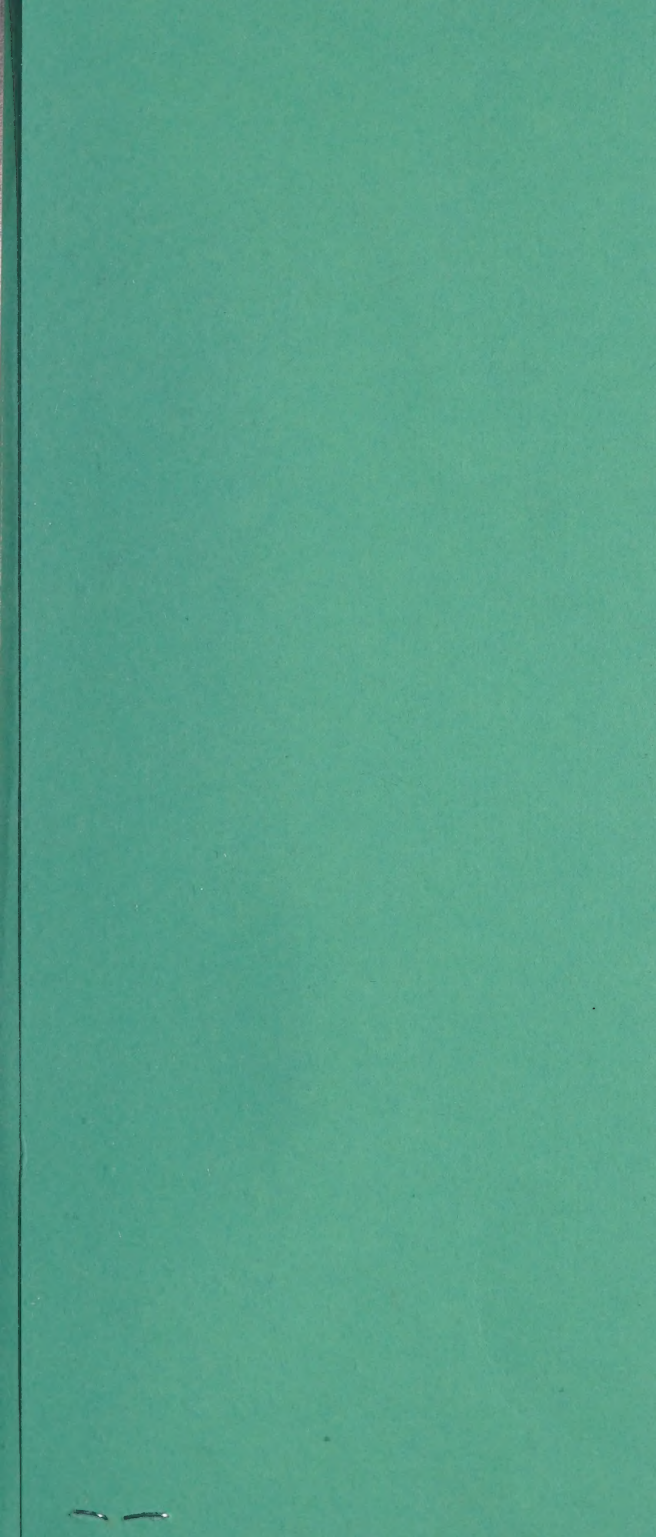
Do not talk during the meeting. Greet late comers only with a smile of recognition during the meeting.

Take part in the program if you do not know the song or cannot sing a note, hold the printed words before you and follow words with your eyes. If you cannot repeat the collect, read the words.

INDEX

	Page
Affiliations	
State, national and international	
Application forms	5
Estelle T. Smith Health Fund	5
Jane S. McKimmon Loan Fund	5
Julie F. Cuyler Music Scholarship	5
Leadership Achievement Award	6
Mother of the Year	6
Officer or Delegate of the State Home Demonstration Organization	59
Associated Country Women of the World	17
By-Laws	8
Collect—History	4
Committees	34
Appointment and rotation duties	35
Nominating committee	37
Program of Work	14
Citizenship	14
Education	14
Family Life	14
Health	14
International	14
Music	14
Public Relations	14
Safety	14
Constitution	7
Deadline dates	7
Delegates	39
Responsibilities	39
Selection	39
Citizenship	36
National Home Demonstration Council	40
National Home Demonstration Conferences & Workshop	41
Country Women's Council	41
Associated Country Women of the World	42
Each one help one	6
Educational Loan Funds	50
Estelle T. Smith Health Loan Fund	55
Jane S. McKimmon Loan Fund	50
Emblem	3
History	3
Decals	3
Pins	3
FAO	22
Home Demonstration Building	6
Home Economics Program of Work	26
Clothing	26
Crafts	26
Family Relations	26
Food Conservation	27
Food & Nutrition	27
Health	27
Home Beautification	28
Home Food Supply	28

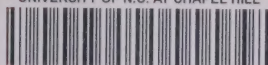
Home Management	28
Housing and House Furnishings	28
International Days	23
Korean Orphan	23
Letter Friends and Links	23
National Conference on Citizenship	21
Objectives and Purposes	5
Extension	5
Home Demonstration Clubs	5
Home Economics Extension	5
Officers—Election and duties	31
Club	31
County	31
District	32
State	32
National	33
International	34
Organization of Home Demonstration Work	15
Club	15
Project Leaders	15
Committee Chairmen	15
County Council	15
Items of business for County Council	16
District Organization Map	19
State Council	17
State Organization of Home Dem. Clubs	17
National Home Demonstration Council	17
Country Women's Council	17
Associated Country Women of the World	34
Pennies For Friendship	22
Publicity Book Requirements	57
Arrangement	57
Articles	57
Construction	57
Reflections on becoming a good club member and leader	67
Rules of order for a business meeting	23
Structure of Home Demonstration Clubs	14
UNESCO	22
UNICEF	22





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